

TOWN REPORT

JULY 1, 2017 – JUNE 30, 2018



www.wnewbury.org

**TOWN OF WEST NEWBURY
MASSACHUSETTS**

About the cover....

On December 8, 2017, the Town of West Newbury was the 317th community in the Commonwealth to join the Community Compact program. In June 2018, the Board received a set of proposed financial policies from the Division of Local Services, MA Department of Revenue to help create clear mutual standards and accountability for both the Commonwealth and the town. In the coming months, the Board will continue to work with the Town Manager, Finance Committee, Finance Department, and other affected and responsible town personnel and Boards/Commissions/Committees to help set clear guidance and provide direction and accountability with written policies for local officials and employees.

Pictured from left to right are: Selectman Joseph H. Anderson, Jr., Lt. Governor Karyn Polito, Selectman David W. Archibald, Selectman Glenn A. Kemper, State Senator Bruce Tarr, State Representative Lenny Mirra and Sean Cronin of the Division of Local Services.

**ANNUAL STATEMENT
OF THE RECEIPTS AND EXPENDITURES
FOR THE FISCAL YEAR ENDING
JUNE 30, 2018**

TOWN OF WEST NEWBURY
381 Main Street, West Newbury 01985
978-363-1100

www.wnewbury.org

Together with the reports of the School Committee, Board of Fire Engineers, Board of Water Commissioners, Trustees of the Public Library, Assessors, Finance Director, Town Accountant, Treasurer/Collector, Town Clerk, and various departments, Boards, Commissions, and Committees.

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**SELECTMEN
1900-2018**

Charles W. Ordway
Richard Newell
Sam Rogers
Daniel Cooney
Robert S. Brown
George E. Noyes
Parker H. Nason
Robert J. Forsyth
George C. Howard
Joseph Newell
Albert E. Elwell
Albert Beckford
Harold T. Daley
*Francis A. Bartlett
Ralph Woodworth
Fred Knapp
Leonard R. Burrill

Walter Swap
M. Paine Hoseason
*Howard Cox
*Norman L. Brown
Russell Zeaman
A. Neil Gadd
Elsie M. Spalding
Raymond H. Poore
James W. Bingham
Irving A. Burrill
William M. Rowe
Stephen F. Burke, Jr.
Ann S. Reilly
Frank E. Hobson
Merton E. Chute
Thomas E. Pulkkinen
Robinson M. Shively

Patricia W. Knowles
Steven Cashman
Sandra J. Raymond
David W. Cook
Charles A. Robinson
Richard Berkenbush
John S. McGrath
Patricia P. Reeser
Nelson A. Valverde
Albert H. Knowles, Jr.
Ann L. O'Sullivan
Richard J. Cushing
Sherrie H. Gadd
Glenn A. Kemper
Thomas M. Atwood
Joseph Anderson
David Archibald

*Died in office

DIRECTORY OF ELECTED TOWN OFFICIALS
(As of June 30, 2018)

BOARD OF SELECTMEN

Glenn A. Kemper, 2021

Joseph H. Anderson, Jr., 2019

David Archibald, Clerk, 2020

BOARD OF PUBLIC HEALTH

Blake J. Seale, 2020

Robert P. Janes, 2021

Kimberly A. Cole, 2019

BOARD OF ASSESSORS

Richard Baker, 2020

Jennifer Poliseno, 2021

Thomas M. Atwood, 2019

TOWN MODERATOR

Kathleen C. Swallow, 2021

PENTUCKET SCHOOL COMMITTEE – WEST NEWBURY REPRESENTATIVES

Christine Reading, 2020

Marie E. Felzani, 2021

Dena P. Trotta, 2019

BOARD OF WATER COMMISSIONERS

W. Lawrence Corcoran, 2021

Robert P. Janes, 2020

Richard J. Cushing, 2019

CONSTABLES

Richard Davies, 2020

Glenn W. Coffin, 2019

Brian Richard, 2021

BOARD OF TRUSTEES, G.A.R. MEMORIAL LIBRARY

Ann Dooley, 2019

Fredric Davis Chanania, 2019

Holly Cole, 2021

Pamela Atwood, 2020

Wendy Reed, 2020

Amy Custance, 2021

Sandra Capo, 2020

Marcia F. Sellos-Moura, 2019

Virginia J. Selman, 2021

PLANNING BOARD

Ann E. Bardeen, 2021

Raymond A. Cook, 2021

Richard W. Bridges, 2022

Brian R. Murphey, 2019

John Todd Sarkis, 2020

B. Dennis Lucey III, Assoc.
(Appointed by Selectmen)

BOARD OF PARK AND RECREATION COMMISSIONERS

Thomas J. Flaherty, 2021

William E. Bachrach, 2020

D. Greg Pope, 2019

John J. Foley, III, 2019

(Resigned 11/9/2017)

WEST NEWBURY HOUSING AUTHORITY

W. Lawrence Corcoran, 2020

Albert H. Knowles, Jr., 2019

Mary A. Harada, 2021

Marjorie Peterson, Holdover

Leisa Mingo, State Appointee

TOWN OFFICIALS, BOARDS, AND COMMITTEES

July 1, 2017 – June 30, 2018

INTERIM TAX COLLECTOR/TREASURER

Andrew Gould

EXECUTIVE ADMINISTRATOR TO BOARD OF SELECTMEN

Mary B. Winglass

Lori Dawidowicz, Minutes Clerk

TOWN CLERK

Michael P. McCarron, Esq.

Diane Faulkner, Assistant Clerk

TOWN ACCOUNTANT

Laurie Zywiak

Annie Sterling, Resident Services Administrator

ASSESSOR'S OFFICE

Meredith Stone, MAA and Chief Assessor

Maureen Curtin, Assessor's Clerk

ASSISTANT TAX COLLECTOR/TREASURER

Susan Yeames

DEPARTMENT OF PUBLIC WORKS

Gary Bill, Director

Brian Richard, Buildings and Grounds Foreman

John Spalding, Experienced Operator

John Savage, Custodian

Richard Hills, Highway Foreman

Thomas Costa, Experienced Operator

Jodi Bertrand, Administrator

WATER DEPARTMENT

Michael Gootée, Superintendent

Mark Marlowe, Licensed Water Operator

Jodi Bertrand, Administrator

BOARD OF FIRE ENGINEERS

Appointed annually in April

Dave Evans

Michael D. Dwyer, Fire Chief

Benjamin Jennell

HEALTH DEPARTMENT

Jane Krafton, Health Assistant

Paul Sevigny, Health Agent

Fred Faulkner, Recycling
Coordinator

PLANNING OFFICE

Leah J. Zambernardi, AICP,
Town Planner

Lori Dawidowicz, Minutes Clerk

POLICE DEPARTMENT

Sgt. Jeffrey Durand, 2021
Royster Johnson, IV, 2021
Danielle Burrill, 2019
Susan Curry, Administrative
Assistant

Art Reed, Police Chief, 2019
Michael Dwyer, 2021
Justin Lindahl, School Resource
Officer *Resigned 5/12/2018*
Michael Dwyer, School Resource
Officer, *effective 6/11/2018*

Sgt. Daniel Cena, 2020
Richard Parenteau, 2019
Eric Forni, 2020
Christopher Maguire
Resigned 9/15/2017
Kyle Roy, 6/11/2019

RESERVE POLICE OFFICERS

Christopher DiPietro, Resigned
4/26/2018
Michael DeNaro, 2019
Patrick Clay, 2019
Daniel Richmond, Jr., 2019

John Cammarata, Resigned 10/20/2017
John O'Connor, Resigned 11/15/2017

Mark Brewer, 2019

Cameron Short, 2019
Brian Warne, Resigned
12/21/2017
Christopher Mead, Resigned
6/21/2018
Kyle Scopa, 2019

ANIMAL CONTROL OFFICER

Scott Purdie, 2018
(Contract with Newburyport)

FIELD DRIVER AND FENCE VIEWER

David LaPierre, 2018

PUBLIC SAFETY DISPATCHERS and SPECIAL POLICE OFFICERS

Judith Romano♦ 2021 (F/T)
Lee Ann Delp♦ 2019 (P/T)
Robert Pierce 2019 (F/T)
Kara Percival 2021 (F/T)
Serena Schwartz, 2019

John Cammarata, 2019 (Lead, F/T)
Robert Bruno 2019 (P/T)
Benjamin Jennell 2019 (P/T)
Elizabeth Schofield 2018
Resigned 8/30/2017
Katelyn Drago 2019

Matthew Walsh 2019 (P/T)
Joelle Mather 2019 (P/T)
♦Kelsey Grenham, 2019 (F/T)
♦indicates Matron/prisoner
watch

FIRE DEPARTMENT

Deputy Chief David Evans
Captain George Evans
Lieutenant Lisa Duxbury

Fire Chief, Michael Dwyer
Lieutenant Stephen Cutter

Assistant Chief, Benjamin
Jennell
Lieutenant Mark Marlow

Andrew Greenbaum, FF
Colin Bryant, FF
Daniel Briscoe, FF
Jason Goldweber, FF
Kevin Samson, FF
Lisa Eichel, FF
Michael Fitzgerald, FF
Sue Marden, FF
Michael Lawless, FF

William Roche, FF
Cooper Carifio, FF
Daniel Stiles, FF
Julia Delotto, FF
Lisa Evans, FF
Tenley Goodwin, FF
William Donahue, FF
Graeme Potter, FF
Peter McGovern, FF

Brendon Corcoran, FF
Duncan Weaver, FF
Joshua Kemper, FF
Kara Percival, FF
Keenan Leonard-Solis, FF
Steve Hardy, FF
Victoria Manning, FF
Tyler Kimball, FF

**EMERGENCY
MANAGEMENT AGENCY**

Deputy Director & Fire Chief
Michael Dwyer*
Municipal Officer Joe
Anderson*
DPW Director Gary Bill
Radiological Officers:
Carolyn Davies*
Richard Davies*
Communications:
Bruce Dean*
John Connolly*
Joseph Beaulieu*
Larry Caruso*
David Belsky
Gabriel Ciccio-Ricker

Director Lee Ann Delp**
Police Chief Art Reed
Municipal Officer, David
Archibald
Health Agent Paul Sevigny
Transportation Officers:
Richard Cushing*
Blake Seale*
Access & Functional Needs:
Theresa Woodbury*
Raymond S. Dower III*
Fire Department Reps:
Dave Evans*
**Auxiliary Police Officer*
***Special Police Officer*

Deputy Director & Admin
Assistant Benjamin Jennell*
Municipal Officer Glenn
Kemper
Water Dept Superintendent,
Michael Gootée
Staging Officers:
Mark Marlowe*
Greg Jennell*
Mark Hemingway*
Police Department Reps:
Sgt. Daniel Cena
Danielle Burrill
Royster Johnson

**TOWN COUNSEL, CHIEF PROCUREMENT OFFICER, RECORDS ACCESS OFFICER
AND ETHICS LIAISON TO THE STATE**

Michael P. McCarron

FINANCE COMMITTEE

Brad Beaudoin, 2020
Tom Ellis, 2018

Nick DeLena, Chair, 2019
Forbes Durey, 2020
Andrew Gould, Ex-Officio

Elisa Grammar, Resigned 3/23/2018
John McGrath, Resigned 1/11/2018

VETERANS' GRAVES OFFICER

Robert Janes, Bridge St., Rural &
Merrimack Cemeteries

REGISTRARS OF VOTERS

Elise Henrichs, 2020

Rosamond B. Veator, Chair, 2019
Michael P. McCarron, Ex Officio

Margaret Duchemin, 2018

INSPECTOR OF BUILDINGS

Glenn Clohec
Sam Joslin, Alternate
Joan Croteau, Administrator

INSPECTOR OF WIRING

Larry S. Fisher
Thomas Tombarello

GAS & PLUMBING INSPECTOR

Michael Magliaro

Stanley Kulacz

Barry McBride

ZONING BOARD OF APPEALS

William Bachrach, 2020
B. Dennis Lucey, III, Alternate,
2018

Paul O. Kelly, Chair, 2021
Richard Davies, 2022
Judith Gregg, 2019

Patrick Higgins, 2020
Joan Croteau, Administrator

CONSERVATION COMMISSION

Wendy Reed, 2019
Margaret Hawkins,
2020

N. Dawne Fusco, Chair 2021
Jay Smith, Conservation Agent 2019

Judy Mizner, 2019
Thomas M. Atwood, 2021

HARBOR COMMITTEE

Brad Dore, 2021
Thomas Goodwin, 2019

COUNCIL ON AGING

Barbara Warne,
2020
Elizabeth Bartlett,
2020
Mary Harada, 2019
Jennifer Vincent,
Meal Site Manager

Marge Peterson, Chair 2019
Jacqueline Johnston, 2021
Gail DiNaro, 2021
Richard F. Preble, 2019
Theresa Woodbury, Director

Joseph Publicover, Vice
Chair 2019
M. Dorothy Cavanaugh,
Treasurer 2021
George T. Allen, 2020
Henry Cross, Van Driver

HISTORICAL COMMISSION Robert
Janes, Chairman, 2019

Jennifer Conway,
2020

M. Dorothy Cavanaugh,
2021

HISTORIC DISTRICT COMMISSION

Margaret T. Dunlap, Chair, 2021
Jeffrey Clewley, 2018
M. Dorothy Cavanaugh, 2021

**MERRIMACK VALLEY PLANNING
COMMISSION**

Brian Murphey, Planning Board
Raymond Cook, Alternate

WHITTIER VOCATIONAL TECHNICAL HIGH SCHOOL COMMITTEE

Christopher Wile, 2019

PERSONNEL COMMITTEE

Catherine Conrad, 2019

Judith H. Mizner, 2019

Glenn A. Kemper,
Selectmen's Representative

MILL POND COMMITTEE

Paul Delaney, 2020
Zip Corning, 2019
Michael Welch, 2020

Matthew Shwom, 2019
Dena Trotta, 2019

Deborah R. Hamilton, 2021
Ryan Goodwin, 2019
Robin Pendergast, Associate
2018

CAPITAL IMPROVEMENTS COMMITTEE

Judith Mizner, 2018
Brad Beaudoin, 2018
Dougan Sherwood, 2019

David Archibald, Selectmen
Representative, 2018
Julia Boria
Elisa Grammer

Richard Preble, 2020
Lenny Mirra, 2019
Nicholas DeLena, Finance
Committee Representative

CABLE ADVISORY COMMITTEE

Glenn A. Kemper

CULTURAL COUNCIL

Jocelyne Cosentino, 2019
Catherine DeWitt, 2020
Marie Felzani, 2020

Heather Karp, 2020
Rose Vetere, 2019

Margo Pullman, 2018
Dorothy Cavanaugh, 2018
Linda Young, 2020

AMERICANS WITH DISABILITIES ACT COORDINATOR

Glenn Clohecy, Coordinator, 2019
Gary Bill, Asst. Coordinator, 2019

OPEN SPACE COMMITTEE

Patricia Reeser, 2019
A. Don Bourquard, 2019
John Dodge, 2019

Stephen Greason, 2018
Jessica Azenaro, Alt 2021
Wendy Reed, Alt 2019
Daniel Carlat, Alt 2019

Jean T. Lambert, 2021
Marlene Switzer, 2020
Brad Buschur, 2020

SEXUAL HARASSMENT GRIEVANCE OFFICER

Michael P. McCarron

VETERANS' SERVICE OFFICER, EASTERN DISTRICT

Karen Tyler (978-356-3915)

WEST NEWBURY REPRESENTATIVE TO THE BOARD OF DIRECTORS OF THE EASTERN DISTRICT OF THE DEPARTMENT OF VETERANS' SERVICES

Robert P. Janes 978-363-1100, ext. 115

COMMUNITY PRESERVATION COMMITTEE

Ann Bardeen, 2018
Planning Board Rep.
William Bachrach, 2020,
Parks and Recreation Rep.

Robert P. Janes, 2020
Historical Committee Rep.
Sherry Pruyn, 2019, At-Large
Joseph Anderson, Jr., Selectmen
Representative, 2018

Judy Mizner, 2019,
Conservation Commission Rep.
Mary Harada, 2021,
Housing Authority Rep.
Jean Nelson, Administrator

ENERGY ADVISORY COMMITTEE

Tom McCraigne, 2018

Richard Parker, 2018
Elizabeth Callahan, 2018

Dougan Sherwood, 2018
Arthur (Chip) Wallace, 2018

EMERGENCY RESPONSE COORDINATORS

Lee Ann Delp

Michael Dwyer

Paul Seigny

INVESTMENT POLICY COMMITTEE

Nick DeLena, Finance
Committee Rep.

Lark Madden, Chair 2019
Jean Trim, 2019

Joseph Anderson, Selectmen
Rep.
Christopher Wilde, 2020

**STORM WATER
REGULATION
COMMITTEE**

John Sarkis, Planning Board
Rep

Gary Bill, DPW Director
Glenn Kemper, Selectmen Rep.

Robert Janes, Board of Health
Rep.

CARR POST BUILDING COMMITTEE

Robert Janes, 2019

Gary Bill, 2019
Marlene Switzer, 2019

Richard Atwater, Jr., 2019

**COMMUNITY CENTER
COMMITTEE**

Marge Peterson, 2019
Susan Babb, 2019
Vanessa Graham, 2021

Richard Cushing, 2019
Mary Harada, 2019
Theresa Woodbury, Ex-Officio
2019

Joel Grossman, 2021
Noah Elias-Guy, Pentucket
Student

**RIVER ACCESS
COMMITTEE**

Robert Phillips, 2019
Elisa Grammer, 2019
Barry LaCroix, 2019

**BICENTENNIAL
COMMITTEE**

Krystelle Griskiewicz, 2019
Cindy Sauter, 2019

KC Swallow, Co-Chair 2019
Stephen Swallow, Co-Chair
2019
Judith Gregg, 2019

Nicole Francoeur, 2019
Gregory Garnache, 2019

**TOWN MANAGER SEARCH
COMMITTEE**

Lark Madden, Gary Roberts,
Catherine Conrad, Bill Bachrach
and Selectman Representative
Joe Anderson

BOARD OF SELECTMEN
ANNUAL REPORT
July 1, 2017 – June 30, 2018

This fiscal year the board of selectmen oversaw the transition to a town manager form of government. After securing final approval from the legislature and the governor of the proposed changes in the fall, the board of selectmen appointed candidates to the town manager search committee: Lark Madden, Gary Roberts, Catherine Conrad, Bill Bachrach and Joe Anderson. The committee did an outstanding job coming up with 3 excellent final candidates. The board made a decision to hire Angus Jennings as the first town manager for the town of West Newbury. Mr. Jennings will begin working for the town on July 2, 2018.

On December 8, 2017, the Town of West Newbury was the 317th community in the Commonwealth to join the Baker-Polito Administration's Community Compact initiative. In June 2018, the Board received a set of proposed financial policies from the Division of Local Services, MA Department of Revenue to help create clear mutual standards and accountability for both the state and the town. In the coming months, the Board will work with the Town Manager, Finance Committee and Finance Department to help set clear guidance and provide direction and accountability with written policies for local officials and employees.

In January, in anticipation of the town manager's arrival, the selectmen initiated organizational changes by moving offices on the first floor and reconfigured job descriptions to establish clear division of responsibilities. The board appreciated the cooperation and excellent work of all the staff including those planning and doing the construction, those moving and organizing enormous amounts of documents and records and those working through the construction. The board also thanks the understanding of residents as they navigated the changes at the town offices.

The board contracted with the Salisbury harbormaster to use the town's pump out boat. This allowed services to be restored to local boaters and helps maintain Merrimack River quality.

Negotiations took place to ultimately update the area around the Carr Post Building at no cost to the Town. The update will include 8 parking spots with room for additional spaces in the back with access from the new road constructed as part of a new housing development on the adjoining real estate parcel, Drake's Landing.

Everything was not rosy this year, however. January started with extremely cold temperatures causing a sprinkler pipe to freeze, burst, and trigger the fire suppression system in a restroom at Dr. John C. Page Elementary School late at night. The massive water release that ensued damaged electrical, plumbing, HVAC and structural systems in multiple school rooms. The school had to be closed and students moved to other venues. The reconstruction process detected unforeseen problems in the building that delayed the final reopening. The board appreciated the cooperation and patience of the students, parents and staff as they were relocated to other schools in the Pentucket Regional School District. The board was also thankful to the West Newbury

emergency responders, the Town and school district facilities teams and Town staff for working to get the school open on April 9, 2018. Additional thanks went to the Towns of Merrimac and Groveland for allowing the use of their elementary school facilities during this crisis.

We want to thank all the town employees, committee and board members and volunteers that helped the town during this transitional year to a new West Newbury form of governance.

Sincerely,

Glenn A. Kemper, Chairman
David W. Archibald
Joseph H. Anderson, Jr.
BOARD OF SELECTMEN

INDEPENDENT AUDITORS' REPORT

The Honorable Members of the Board of Selectmen
Town of West Newbury, Massachusetts

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of West Newbury, Massachusetts, (the Town) as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Town as of June 30, 2018, and the respective

changes in financial position and where applicable, cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Restatement of Prior Year Ending Balances

As more fully described in Note IV, a restatement of prior year ending net position balances was made to the Town's governmental activities, business-type activities and each Enterprise Fund. Our opinion was not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, and the schedules listed under the required supplementary information section in the accompanying table of contents be presented to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context.

We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated January 27, 2019 on our consideration of the Town's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contract, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town's internal control over financial reporting and compliance.

Roselli Clark & Associates

Roselli, Clark and Associates
Certified Public Accountants
Woburn, Massachusetts
January 27, 2019

Management's Discussion and Analysis

As the management of the Town, we offer readers of the accompanying financial statements this narrative overview and analysis of the financial activities of the Town for the fiscal year ended June 30, 2018.

Financial Highlights

- The assets and deferred outflows of financial resources of the Town exceeded its liabilities and deferred inflows of financial resources at the close of the most recent fiscal year by nearly \$29.0 million (*total net position*). Over \$25.7 million represented net position of governmental activities and over \$3.2 million represented net position of the business-type activities.
- The government's total net position increased by nearly \$0.8 million. This was due to an increase of over \$0.7 million in governmental activities that was primarily the result of favorable operating results due to the continued expansion in the economy. Business-type activities net position increased almost \$0.1 million and met expectations.
- The Town's Unassigned Fund Balance reported in the General Fund was approximately \$4.1 million (28.4% of General Fund expenditures). Total Fund Balance in the General Fund was approximately \$4.8 million (33.2% of General Fund expenditures). Furthermore, reported fund balances in the Town's Community Preservation Fund, Library Trust Fund and the Combined Nonmajor Governmental Funds were approximately \$2.6 million, \$0.9 million and \$0.7 million, respectively.
- The Town's total long-term debt increased by approximately \$1.2 million; the increase related to \$1.7 million of bonds issued in the water enterprise fund, offset by regularly scheduled maturities in business-type and governmental funds.

Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to the Town's basic financial statements. The Town's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide Financial Statements - The *government-wide financial statements* are designed to provide readers with a broad overview of the Town's finances, in a manner similar to a private-sector business. The *statement of net position* presents information on all of the Town's assets, deferred outflows of resources, liabilities and deferred inflows of resources, with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.

The *statement of activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave.)

Both of the government-wide financial statements distinguish functions of the Town that are principally supported by taxes and intergovernmental revenue (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the Town include general government, public safety, highways and streets, sanitation, education, community development, health and human services, culture and

recreation, fringe benefits, and debt service. The business-type activities of the Town consist completely of the Town's water activities.

Fund Financial Statements - A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Town can be divided into three categories: governmental funds, proprietary funds and fiduciary funds.

Accounting guidelines distinguish fund balance between amounts that are considered nonspendable, such as fund balance associated with inventories, and other amounts that are classified based on the relative strength of the constraints that control the purposes for which specific amounts can be spent. Beginning with the most binding constraints, fund balance amounts will be reported in the following classifications:

- Restricted—amounts constrained by external parties, constitutional provision, or enabling legislation
- Committed—amounts constrained by a government using its highest level of decision-making authority
- Assigned—amounts a government intends to use for a particular purpose
- Unassigned—amounts that are not constrained at all will be reported in the general fund or in other major funds if negative

Governmental Funds - *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Reconciliations are provided in the basic financial statements to help the reader understand the differences, as indicated within the table of contents.

The Town maintains a number of individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund, community preservation fund, and library trust fund which are considered to be major funds. Data from the other governmental funds are combined into a single, aggregated presentation.

The Town adopts an annual appropriated budget for its general fund. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with this budget. This schedule has been prepared as required supplementary information and can be found along with the corresponding notes in this report.

Proprietary Funds – The Town maintains only one type of proprietary fund. *Enterprise funds* are used to report the same functions presented as *business-type activities* in the government-wide financial statements. Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail.

The proprietary fund financial statements provide separate information for the water enterprise fund.

Fiduciary funds – Fiduciary funds are used to account for resources held for the benefit of parties outside the government. The Town includes the activities of its Other Postemployment Trust Benefits Trust fund and poor and scholarship funds. Fiduciary funds are not reflected in the government-wide financial statement because the resources of those funds are not available to support the Town’s own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

Notes to the Financial Statements - The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other Information – In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the Town’s proportionate share of the net pension liability, contributions to pension plan, and the Town’s progress in funding its obligation to provide other postemployment benefits to its employees as well as the Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual – General Fund.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government’s financial position. In the case of the Town, the assets and deferred outflows of financial resources of the Town exceeded liabilities and deferred inflows of financial resources by approximately \$29.0 million at the close of the most recent fiscal year.

The condensed statement of net position is as follows:

	Governmental activities		Business activities		Total	
	June 30, 2018	June 30, 2017	June 30, 2018	June 30, 2017	June 30, 2018	June 30, 2017
<u>Assets</u>						
Current and other assets	\$ 9,851,378	\$ 9,357,921	\$ 2,914,758	\$ 1,207,112	\$ 12,766,136	\$ 10,565,033
Capital assets, net	24,642,410	24,823,959	2,633,977	2,653,242	27,276,387	27,477,201
Total assets	34,493,788	34,181,880	5,548,735	3,860,354	40,042,523	38,042,234
<u>Deferred Outflows of Resources</u>	607,376	676,875	51,548	57,447	658,924	734,322
<u>Liabilities</u>						
Long term liabilities	8,350,075	9,227,343	2,290,989	635,845	10,641,064	9,863,188
Other liabilities	323,036	228,422	-	12,340	323,036	240,762
Total liabilities	8,673,111	9,455,765	2,290,989	648,185	10,964,100	10,103,950
<u>Deferred Inflows of Resources</u>	712,465	289,999	61,873	24,612	774,338	314,611
<u>Net Position</u>						
Net investment in capital assets	22,827,411	22,538,960	885,861	2,593,097	23,713,272	25,132,057
Restricted	4,244,121	4,504,285	-	-	4,244,121	4,504,285
Unrestricted	(1,355,944)	(1,930,254)	2,361,560	651,907	1,005,616	(1,278,347)
Net Position	\$ 25,715,588	\$ 25,112,991	\$ 3,247,421	\$ 3,245,004	\$ 28,963,009	\$ 28,357,995

By far the largest portion of the Town’s net position reflects its investment in capital assets (e.g. land, buildings, machinery, and equipment); less any related debt used to acquire those assets that is still outstanding. The Town uses these capital assets to provide services to citizens; consequently, these assets

are not available for future spending. Although the Town's investment in its capital assets is reported net of related debt, the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the Town's net position represents resources that are subject to external restrictions on how they may be used. *Unrestricted net position* reflects the remainder of net position; a balance of approximately \$1.0 million. This consisted of Governmental Activities unrestricted net position which is in a deficit position of nearly \$1.4 million offset by nearly \$2.4 unrestricted net position in the business-type activities. This is due primarily from the recognition of almost \$6.8 million of net pension liabilities recorded in accordance with GASB 68.

Condensed changes in net position data is presented as follows:

	Governmental activities		Business activities		Total	
	June 30, 2018	June 30, 2017	June 30, 2018	June 30, 2017	June 30, 2018	June 30, 2017
<u>Revenues</u>						
Program revenues:						
Charges for services	\$ 578,168	\$ 555,354	\$ 801,183	\$ 708,444	\$ 1,379,351	\$ 1,263,798
Operating grants and	83,667	91,783	-	-	83,667	91,783
Capital grants and contributions	304,686	332,898	3,090	20,000	307,776	352,898
General revenues:						
Property taxes	13,334,033	13,066,188	-	-	13,334,033	13,066,188
Intergovernmental	459,136	331,847	-	-	459,136	331,847
Other	856,666	851,511	15,980	4,830	872,646	856,341
Total revenues	15,616,356	15,229,581	820,253	733,274	16,436,609	15,962,855
<u>Expenses</u>						
General government	1,600,552	1,365,126	-	-	1,600,552	1,365,126
Public safety	2,582,926	2,597,432	-	-	2,582,926	2,597,432
Education	7,771,599	8,008,452	-	-	7,771,599	8,008,452
Public works	1,679,252	1,754,337	-	-	1,679,252	1,754,337
Health and human services	613,288	575,616	-	-	613,288	575,616
Culture and recreation	579,864	590,113	-	-	579,864	590,113
Debt service	41,000	62,300	-	-	41,000	62,300
Water	-	-	758,585	744,835	758,585	744,835
Total expenses	14,868,481	14,953,376	758,585	744,835	15,627,066	15,698,211
Change in net position	747,875	276,205	61,668	(11,561)	809,543	264,644
Net position, beginning of year	25,112,991	24,836,786	3,245,004	3,256,565	28,357,995	28,093,351
Restatement for net OPEB liability	(145,278)	-	(59,251)	-	(204,529)	-
Net position, beginning of year as restated	24,967,713	24,836,786	3,185,753	3,256,565	28,153,466	28,093,351
Net position, end of year	\$ 25,715,588	\$ 25,112,991	\$ 3,247,421	\$ 3,245,004	\$ 28,963,009	\$ 28,357,995

Governmental Activities - The Town relies significantly on property taxes, which, during 2018, made up approximately 85.4% of total governmental activities revenues, an increase of \$0.3 million over the prior year. In Massachusetts, Town's cannot increase property taxes more than 2.5% of the prior year commitment, plus new growth and voted operating and debt exclusions; so, this increase met the statutory amount expected during 2018. All other revenue amounts were either consistent with the prior year or not material in amount.

Major expenses were for education which continues to be an area that the Town devotes significant resources. Education represented 52.3% of total expenses; this was consistent with the prior year amount of 53.6%. All other functional expense categories were up slightly or flat with the prior year primarily due to a modest increase in benefits that were allocated to each function.

Business-type Activities - Major revenue sources consist of revenue from water user charges which represented approximately 100% of total revenues. Water expenses represented 100% of total business-type expenses. Revenues and expenses were consistent with the prior year.

Financial Analysis of the Governmental Funds

As noted earlier, the Town uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds - The focus of the Town's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the Town's financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

The General Fund is the chief operating fund of the Town. At the end of the current fiscal year, unassigned fund balance in the general fund was approximately \$4.1 million, while total fund balance reached approximately \$4.8 million. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned fund balance represented approximately 28.4% of total general fund expenditures, while total fund balance represented approximately 33.2% of that same amount.

The Town's governmental funds balance sheet reported a combined ending fund balance surplus of approximately \$9.1 million. In addition to the \$4.8 million in the general fund previously discussed, there were also restricted fund balances in the Community Preservation Fund and Library Trust Fund of approximately \$2.6 million and \$0.9 million, respectively. The fund balance of the combined Nonmajor funds was approximately \$0.7 million, most of which is restricted.

The General Fund balance increased by about \$0.2 million due to continued robust operations benefitting from the continued economic expansion.

The Community Preservation Fund balance increased by \$0.4 million over the prior year; this was primarily due to less voted projects as compared to lower State matched revenue.

The Library Trust Fund met the criteria for presentation as a major fund in the current year. The fund's restricted fund balance was consistent with the prior year balance as activity was minimal.

The combined Nonmajor funds declined by about \$0.1 million; this was mainly due to timing of revenues and expenditures as these funds are intended to net over time.

Proprietary Funds - The Town's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail. At the end of the year, net position of the water fund was approximately \$3.2 million, which was relatively unchanged from the prior year.

Fiduciary funds - The Town's fiduciary funds include nearly \$2.1 million for a trust established to account for the Town's other postemployment benefit activities. The Town is fully funded with respect to

its net OPEB liability. In addition, the Town maintains over \$0.3 million in various private purpose activities that are also accounted for within its fiduciary funds

General Fund Budgetary Highlights

Major differences in the final amended budget to the original budget mainly consisted of Public Safety articles of approximately \$0.2 million that were passed in the spring Annual Town Meeting for vehicles and road repair and improvement work.

Other function differences between the original budget and the final amended budget were insignificant. A budget to actual schedule for the general fund has been provided as required supplementary information.

Capital Asset and Debt Administration

Capital Assets - The Town's investment in capital assets for its governmental and business-type activities as of June 30, 2018, amounts to approximately \$27.3 million (net of accumulated depreciation). This investment in capital assets includes land, buildings and improvements, infrastructure, machinery and equipment and reflects a small increase from prior year, as additions approximated depreciation.

Major capital asset additions for 2018 in the Town's governmental activities include approximately \$0.3 of infrastructure and \$0.3 million in machinery and equipment.

Additional information on the Town capital assets can be found in Note II, subsection D.

Long-term Debt - At the end of the current fiscal year, the Town had total debt outstanding of nearly \$3.7 million; this includes over \$1.9 million in governmental activities and over \$1.7 million in business-type activities. This represented an increase of \$1.2 million over the prior year due to a bond issuance of \$1.7 million in the business-type activities less regularly scheduled maturities.

The Town was assigned a AA+ bond rating from Standard and Poor; the second highest rating the agency sets; exceeded only by AAA.

State statutes limit the amount of general obligation debt a governmental entity may issue to 5.0% percent of its total equalized valuation. The current debt limitation for the Town is approximately \$47.3 million, which is significantly in excess of the Town's outstanding general obligation debt.

Additional information on the Town's debt can be found Note II, Section E, F and G of this report.

Economic Factors and Next Year's Budgets and Rates

- The Town's unemployment rate remains stable; this is consistent with State and national trends.
- The Town's real estate tax base is made up of approximately 97.3% residential real estate tax. Its commercial, industrial and personal property taxes make up the remainder of the tax base at 2.7%. In addition, Chapter 580 of the Acts of 1980, more commonly referred to as Proposition 2 ½, limits the Town's ability to increase taxes in any one year by more than two and one-half percent (2 ½%) of the previous year tax levy.
- The Town's housing market is robust and continues to rank at the top of the State averages.
- The Town set its tax rate for fiscal year 2019 on November 14, 2018.

The above items were considered when the Town developed its budget for fiscal year 2019 which was authorized by Annual Town Meeting in April 2018.

Requests for Information

This financial report is designed to provide a general overview of the Town's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or request for additional financial information should be addressed to the Office of the Town Manager, Town Hall, 381 Main Street, West Newbury, Massachusetts, 01985.

TOWN OF WEST NEWBURY, MASSACHUSETTS

BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2018

	General	Community Preservation	Library Trust Fund	Nonmajor Governmental Funds	Total Governmental Funds
Assets:					
Cash and cash equivalents	\$ 3,335,576	\$ 2,558,809	\$ -	\$ 722,409	\$ 6,616,794
Investments	1,794,929	-	948,824	-	2,743,753
Receivables, net of allowance for uncollectibles					
Property taxes	107,075	2,571	-	-	109,646
Departmental and other	183,516	-	-	37,984	221,500
Intergovernmental	-	-	-	44,774	44,774
Total Assets	<u>5,421,096</u>	<u>2,561,380</u>	<u>948,824</u>	<u>805,167</u>	<u>9,736,467</u>
Total Deferred Outflows of Resources	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Assets and Deferred Outflows of Resources	<u>\$ 5,421,096</u>	<u>\$ 2,561,380</u>	<u>\$ 948,824</u>	<u>\$ 805,167</u>	<u>\$ 9,736,467</u>
Liabilities:					
Warrants and accounts payable	\$ 288,234	\$ -	\$ -	\$ -	\$ 288,234
Accrued payroll and withholdings	251	-	-	-	251
Other liabilities	1,285	-	-	33,266	34,551
Total Liabilities	<u>289,770</u>	<u>-</u>	<u>-</u>	<u>33,266</u>	<u>323,036</u>
Deferred Inflows of Resources:					
Unavailable revenues - property taxes	107,075	2,571	-	-	109,646
Unavailable revenues - other	183,516	-	-	37,984	221,500
Total Deferred Inflows of Resources	<u>290,591</u>	<u>2,571</u>	<u>-</u>	<u>37,984</u>	<u>331,146</u>
Fund Balances:					
Nonspendable	-	-	7,500	-	7,500
Restricted	60,176	2,558,809	941,324	749,086	4,309,395
Committed	639,852	-	-	-	639,852
Assigned	1,127	-	-	-	1,127
Unassigned	4,139,580	-	-	(15,169)	4,124,411
Total Fund Balances	<u>4,840,735</u>	<u>2,558,809</u>	<u>948,824</u>	<u>733,917</u>	<u>9,082,285</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	<u>\$ 5,421,096</u>	<u>\$ 2,561,380</u>	<u>\$ 948,824</u>	<u>\$ 805,167</u>	<u>\$ 9,736,467</u>

See accompanying notes to basic financial statements.

TOWN OF WEST NEWBURY, MASSACHUSETTS

**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TOTAL FUND BALANCES TO THE STATEMENT OF NET POSITION
JUNE 30, 2018**

Total Governmental Fund Balances	\$ 9,082,285
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.	24,642,410
The Town has a net asset related to other postemployment benefits. This long-term asset is not reported in the fund financial statements	114,912
Other long-term assets are not available to pay for current-period expenditures and, therefore, are reported as unavailable revenue in the governmental funds.	331,146
Deferred outflows and inflows of resources to be recognized in future pension and OPEB expense are not available resources and, therefore, are not reported in the funds:	
Deferred outflows related to net pension liability	607,376
Deferred inflows related to net pension liability	(654,901)
Deferred inflows related to net other postemployment benefits liability	(57,564)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the government funds:	
Bonds and notes payable	(1,920,250)
Net pension liability	(6,325,831)
Compensated absences	(103,994)
Net Position of Governmental Activities	<u>\$ 25,715,589</u>

See accompanying notes to basic financial statements.

TOWN OF WEST NEWBURY, MASSACHUSETTS

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2018**

	General	Community Preservation	Library Trust Fund	Nonmajor Governmental Funds	Total Governmental Funds
Revenues:					
Property taxes	\$ 13,039,154	\$ 307,466	\$ -	\$ -	\$ 13,346,620
Intergovernmental	365,877	102,706	-	402,332	870,915
Excise taxes	776,894	-	-	-	776,894
License and permits	156,494	-	-	-	156,494
Departmental and other revenue	264,434	299	-	119,330	384,063
Penalties and interest on taxes	46,203	-	-	-	46,203
Fines and forfeitures	17,278	-	-	-	17,278
Investment income	37,845	12,512	(16,638)	(150)	33,569
Contributions and donations	-	-	-	9,840	9,840
Total Revenues	<u>14,704,179</u>	<u>422,983</u>	<u>(16,638)</u>	<u>531,352</u>	<u>15,641,876</u>
Expenditures:					
Current:					
General government	1,051,906	33,411	-	194,472	1,279,789
Public safety	1,977,035	-	-	34,684	2,011,719
Education	7,759,992	-	-	-	7,759,992
Public works	1,267,816	-	-	216,492	1,484,308
Health and human services	570,104	-	-	12,365	582,469
Culture and recreation	359,826	22,380	-	64,084	446,290
Community preservation	-	-	-	-	-
Pension and other fringe benefits	978,128	-	-	-	978,128
State and county tax assessments	91,460	-	-	-	91,460
Debt service:					
Principal	470,000	-	-	21,192	491,192
Interest	41,000	-	-	-	41,000
Total Expenditures	<u>14,567,267</u>	<u>55,791</u>	<u>-</u>	<u>543,289</u>	<u>15,166,347</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	136,912	367,192	(16,638)	(11,937)	475,529
Other Financing Sources (Uses):					
Transfers in	104,900	-	-	18,126	123,026
Transfers out	(18,126)	-	-	(104,900)	(123,026)
Total Other Financing Sources (Uses)	<u>86,774</u>	<u>-</u>	<u>-</u>	<u>(86,774)</u>	<u>-</u>
Net Change in Fund Balances	223,686	367,192	(16,638)	(98,711)	475,529
Fund Balances - Beginning	<u>4,617,049</u>	<u>2,191,617</u>	<u>965,462</u>	<u>832,628</u>	<u>8,606,756</u>
Fund Balances - Ending	<u>\$ 4,840,735</u>	<u>\$ 2,558,809</u>	<u>\$ 948,824</u>	<u>\$ 733,917</u>	<u>\$ 9,082,285</u>

See accompanying notes to basic financial statements.

TOWN OF WEST NEWBURY, MASSACHUSETTS

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2018**

	<u>Total</u>
Net Change in Fund Balances - Total Governmental Fund Balances	\$ 475,529
<p>Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. The net amounts are reflected here as reconciling items:</p>	
Capital outlays	\$ 644,321
Depreciation expense	<u>(825,870)</u>
Net effect of reporting capital assets	(181,549)
<p>The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither has any effect on Net Position. Also governmental funds report the effect of issuance costs, premiums, discounts, and similar items when debt is first issued; whereas these amounts are amortized in the Statement of Activities. The net amount presented here as a reconciling item represents the following differences:</p>	
Issuance of general obligation debt	-
Repayments of debt	<u>491,192</u>
Net effect of reporting long-term debt	491,192
<p>Revenues in the Statement of Activities that do not provide current financial are reported as unavailable in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue of various types of accounts receivable differ between the two statements. The amount presented represents the difference in unavailable revenue.</p>	
	(25,520)
<p>Some expenses reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds:</p>	
Compensated absences	7,217
Other postemployment benefits	36,549
Pension benefits	<u>(55,543)</u>
Net effect of reporting long-term liabilities	<u>(11,777)</u>
Change in Net Position of Governmental Activities	<u>\$ 747,875</u>

See accompanying notes to basic financial statements.

TOWN OF WEST NEWBURY, MASSACHUSETTS

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - GENERAL FUND
YEAR ENDED JUNE 30, 2018

	Budgeted Amounts		Actual	Encumbrances	Actual	Variance
	Original	Final	Budgetary	and continuing	Budgetary	Positive
	Budget	Budget	Amounts	appropriations	Adjusted	(Negative)
REVENUES						
Real estate and personal property taxes, net	\$ 12,888,721	\$ 12,888,721	\$ 13,039,154		\$ 13,039,154	\$ 150,433
Intergovernmental	369,720	369,720	365,877		365,877	(3,843)
Motor vehicle and other excises	701,500	701,500	776,894		776,894	75,394
License and permits	175,000	175,000	156,494		156,494	(18,506)
Departmental and other revenue	215,000	215,000	264,434		264,434	49,434
Penalties and interest on taxes	35,000	35,000	46,203		46,203	11,203
Fines, Fees and forfeitures	5,600	5,600	17,278		17,278	11,678
Investment income	40,000	40,000	43,846		43,846	3,846
Total Revenues	14,430,541	14,430,541	14,710,180		14,710,180	279,639
EXPENDITURES						
General government	1,386,962	1,382,962	1,078,680	\$ 125,873	1,204,553	178,409
Public safety	2,168,793	2,244,784	1,977,035	80,869	2,057,904	186,880
Education	7,772,098	7,772,098	7,759,992	12,106	7,772,098	-
Public works	1,360,330	1,444,458	1,284,627	102,579	1,387,206	57,252
Health and human services	634,546	640,546	570,104	3,776	573,880	66,666
Culture and recreation	369,435	369,435	359,826	-	359,826	9,609
Fringe Benefits	1,006,302	1,006,302	978,128	-	978,128	28,174
State and county tax assessments	93,674	93,674	91,460	776	92,236	1,438
Debt service	615,900	615,900	511,000	-	511,000	104,900
Total Expenditures	15,408,040	15,570,159	14,610,852	\$ 325,979	14,936,831	633,328
OTHER FINANCING SOURCES (USES)						
Transfers in	154,419	154,419	154,419		154,419	-
Transfers out	(864,122)	(864,122)	(872,248)		(872,248)	(8,126)
Total Other Financing Sources (Uses)	(709,703)	(709,703)	(717,829)		(717,829)	(8,126)
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES/USE OF PRIOR YEAR BUDGETARY FUND BALANCE						
	(1,687,202)	(1,849,321)	\$ (618,501)		\$ (944,480)	\$ 904,841
Other Budgetary Items:						
Undesignated surplus (free cash)	\$ 855,067	\$ 1,017,186				
Prior year encumbrances	832,135	832,135				
Total Other Budgetary Items	1,687,202	1,849,321				
Net Budget	\$ -	\$ -				

See accompanying independent auditors' report.

See accompanying notes to required supplementary information.

TAX COLLECTOR

The West Newbury Tax Collector's office collected in Fiscal 2018 \$12,988,862.59 in Real Estate taxes, \$219,744.66 in Personal Property taxes, \$774,582.78 in Motor Vehicle taxes, \$2,205.67 in Boat tax, \$46,203 in interest and fees and \$13,884.72 from Tax Title revenue.

Real Estate and Personal Property bills were billed quarterly and were due August 1st, November 1st, February 1st and May 1st. Collection processes include a bank lockbox and an internet pay-on-line process through the town website. Interest accrues at a rate of 14% on all overdue payments. A \$20.00 demand bill is issued approximately 1 week after the May 1st due date. Fiscal Year 2018 tax bills are based on the assessment date of January 1, 2017 and are mailed to the owner of record as of that date.

Overdue Real Estate taxes are placed into Tax Title to perfect the Town's lien on the property. This insures the Town's ability to collect the taxes. The cost of placing taxes into Tax Title is added to the Tax Title account. Interest accrues at the rate of 16% on all Tax Title accounts.

Motor Vehicle Excise bills are calculated by the Registry of Motor Vehicles and forwarded to the Assessor throughout the year. The bills are due and payable in full within 30 days of issue. Interest accrues at the rate of 12% per annum on all overdue payments. A \$20 demand fee is then added to unpaid excise tax bills and due in 14 days. A \$10 warrant fee is added to bills

that remain outstanding and are sent to the Deputy Collector for collection. Taxpayers are required to notify the Registry within 30 days of moving to their new address.

The Town uses the collection services of a Deputy Collector, Kelley & Ryan, as well as the Registry's Non-Renewal Program for unpaid Motor Vehicle excise taxes. The Non-Renewal Program allows the Town to prevent renewal of any license or registration without full payment of Motor Vehicle Excise taxes and parking tickets. Most out of state Registries have access to the Massachusetts Registry database and will not issue or renew licenses or registrations unless all obligations are paid in full.

So long as a municipality mails a bill to the last known address, Taxpayers are liable for the timely payment of taxes and interest and fees will accrue if the bill is not paid on or before the due date, whether the bill has been received or not.

Susan Yeames

Treasurer and Tax Collector

February 2019

Town Treasurer

The Treasurer's office had a very busy year. Susan Yeames was appointed Treasurer/Collector for the Town.

The office collected \$12.989M in property taxes which is a 99% collection rate. Motor vehicle excise tax totaled \$785K.

Earnings on investments for the year were \$ 43.8K. We continue to monitor the bank rates to maximize our earnings.

The Town was assigned a AA+ bond rating from Moody's as of September 2017. The Town will strive to achieve a AAA rating in the future.

The Town did not have any Bond Anticipation Notes outstanding in FY 2018. The Town had \$ 3,668,366 in outstanding debt as of June 30, 2018. Below is the breakdown in outstanding debt.

***Massachusetts Department of Revenue, Division of Local Services
Bureau of Accounts ~ Automated Statement of Indebtedness***

City/Town/District of West
: Newbury

FY2018

Long Term Debt Inside the Debt Limit	Outstanding July 1, 2017	+ New Debt Issued	- Retirements	= Outstanding June 30, 2018	Interest Paid in FY2018
Buildings	985,000.00		175,000.00	810,000.00	17,950.00
Departmental Equipment				0.00	
School Buildings				0.00	
School - All Other				0.00	
Sewer				0.00	
Solid Waste				0.00	
Other Inside	1,300,000.00		295,000.00	1,005,000.00	23,050.00

SUB - TOTAL Inside	2,285,000.00	\$0.00	470,000.00	1,815,000.00	41,000.00
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Long Term Debt Outside the Debt Limit	Outstanding July 1, 2017	+ New Debt Issued	- Retirements	= Outstanding June 30, 2018	Interest Paid in FY2018
Airport				0.00	
Gas/Electric Utility				0.00	
Hospital				0.00	
School Buildings				0.00	
Sewer				0.00	
Solid Waste				0.00	
Water	60,145.00	1,700,000.00	12,028.95	1,748,116.05	30,869.57

Other Outside	126,442.00		21,192.73	105,250.27	2,203.86
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SUB - TOTAL Outside	186,587.00	0.00	33,220.68	1,853,366.32	\$33,073.43
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TOTAL Long Term Debt	2,471,587.00	1,700,000.00	503,220.68	3,668,366.32	\$74,073.43
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Authorized and Unissued Debt					
Purpose	Date of Vote	Article Number	Amount Authorized	- Issued - Retired - Rescined	= Unissued 6/30/2017
Septic Loan	04/26/99	23	200,000.00	195,089.00	4,911.00
MCWT	11/13/00	8	200,000.00	196,900.00	3,100.00
Water Tank	04/24/17	8	1,700,000.00	1,700,000.00	
					0.00
					\$8,011.00

SUB - TOTAL from additional sheet(s)	\$0.00
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TOTAL Authorized and Unissued Debt	\$8,011.00
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BUREAU OF ACCOUNTS, STATEMENT OF INDEBTEDNESS DETAIL

Long Term Debt Inside the Debt Limit Report by Issuance	Outstanding July 1, 2017	+ New Debt Issued	- Retirements	= Outstanding June 30, 2018	Interest Paid in FY2018
Public Safety Complex	985,000.00		175,000.00	810,000.00	17,950.00
Land Acquisition I (I)	120,000.00		30,000.00	90,000.00	2,100.00
Land Acquisition II (IE)	885,000.00		135,000.00	720,000.00	15,750.00
Recreation	5,000.00		5,000.00	0.00	50.00
Ball Fields	25,000.00		25,000.00	0.00	250.00
Land Acquisition (IE)	295,000.00		100,000.00	195,000.00	4,900.00
TOTAL	2,285,000.00	0.00	470,000.00	1,815,000.00	41,000.00

Long Term Debt Outside the Debt Limit Report by Issuance	Outstanding July 1, 2017	+ New Debt Issued	- Retirements	= Outstanding June 30, 2018	Interest Paid in FY2018
Water	60,145.00		12,028.00	48,116.05	3,007.24
Water		1,700,000.00		1,700,000.00	27,862.33
Title V	43,535.00		10,828.73	32,706.27	2,203.86
Title V	82,907.00		10,363.00	72,544.00	0.00
TOTAL	186,587.00	1,700,000.00	33,220.00	1,853,366.32	33,073.43

State of Accounts as of 6/30/2018		
Finance Institution	Purpose	Balance
Blue Hills Bank	Checking	\$100.00
Eastern Bank	Vendor account	-\$6,401.49
Institution for Savings	Payroll	\$7,484.28
Institution for Savings	Vendor account	\$8.81
Blue Hills Bank	Money Market	\$564,864.74
Blue Hills Bank	Money Market	\$153,176.60
East Boston Bank	Money Market	\$778,773.54
Eastern Bank	Escrow	\$68,606.90
Institution for Savings	Money Market	\$3,056,416.75
Institution for Savings	Water	\$2,553,495.50
Institution for Savings	Water Stabilization	\$6,030.86
Institution for Savings	Cultural Council	\$3,070.97
Institution for Savings	GAR Mem. Library	\$17,628.48
Eastern Bank	Savings	\$3,879.43
Eastern Bank	Contractor's Escrow	\$15,732.18
Century Bank	CPA	\$1,924,788.88
Pershing	GAR Mem. Trust	\$975,433.12
Cambridge Trust	Stabilization Fund	\$1,153,108.50
Cambridge Trust	Water Stabilization Fund	\$195,107.57
Cambridge Trust	Conservation Fund	\$45,330.74
Cambridge Trust	School Stabilization Fund	\$435,120.44
Cambridge Trust	Pension Liability Stabilization Fund	\$99,565.58
Cambridge Trust	McGrath Fund	\$13,953.02
Cambridge Trust	Band Stand Fund	\$3,107.06
Cambridge Trust	Elliot Fund	\$192,479.34
Cambridge Trust	Kennett Hospital Fund	\$14,318.19
Cambridge Trust	Elwell Square Sign Fund	\$716.77
Cambridge Trust	OPEB Town	\$1,865,549.40
Cambridge Trust	OPEB Water Enterprise Fund	\$203,899.77
Petty Cash		\$1,183.95
Total Cash in banks/Trusts		\$14,346,529.88

October 31, 2018

To the Honorable Board of Selectmen
West Newbury, Massachusetts

The Annual Financial Report for the Town of West Newbury for the Fiscal Year ending June 30, 2018, in accordance with Massachusetts General Law, Chapter 41, Section 61, is submitted herewith.

The financial statements have been prepared from the records of the Finance Department. The town operates under accounting procedures established by the Commonwealth of Massachusetts, which agree in most respects with Generally Accepted Accounting Principles (GAAP) established by the Government Accounting Standards Board.

Citizens seeking additional financial information regarding the status of the town's resources should contact the Finance Department in the 1910 Town Office Building. Statements of financial position for all town funds, the town's annual Schedule A, departmental expense reports and other financial information on file will be made available upon request.

Sincerely,

Laurie A. Zywiak, CPA
Town Accountant

Town of West Newbury

Expenditure Report for All Activity

FY 2018

Section	Total Budget	Expended Year to Date
TOWN MODERATOR		
Moderator's Salary	200	0
Moderator's Expenses	60	20
Department Total	260	20
BOARD OF SELECTMEN		
Selectmen's Salaries	0	0
Selectmen's Appt'd Pers Salary	68,564	68,328
Selectmen's Appt'd Pers Overtime	0	0
Selectmen's Temporary Wages	0	0
Professional & Tech Services	6,000	4,450
Selectmen's Operating Expenses	7,606	5,746
*STM10/23/17 A:4 Town Manager	150,000	45,007
*STM 10/24/16 A:10 Pipestave	39,000	0
Department Total	271,170	123,531
FINANCE COMMITTEE EXPENSES		
Finance Committee Salaries	1,800	1,800
Finance Committee Expenses	1,000	600
Department Total	2,800	2,400
Reserve Fund	54,000	0
Department Total	54,000	0
BOARD OF ASSESSORS		
Assessors` Salaries		
Assessors Appt'd Pers Salary & Wage	119,455	118,446
*ATM 04/25/16 A:19 Aerial	3,912	3,589
Assessors Expenses	40,023	38,743
Assessor Vehicle Allowance	1,500	761
Department Total	164,889	161,538
FINANCE DEPARTMENT		
Finance Dept Salaries & Wages	299,526	298,257
Annual Audit	18,500	18,500
Tax Title And Foreclosure	1,000	525
Technology Expense	30,444	29,567
Telephone Expense	8,899	7,401
Postage Expense	13,517	13,517
Finance Dept Expenses	36,682	36,408
*ATM 04/24/17 A:20 OPEB Actuarial	4,595	4,095

Town of West Newbury

Expenditure Report for All Activity FY 2018

Section	Total Budget	Expended Year to Date
*STM 10/26/15 A:4 Finance Software Upgrade	45,000	0
Department Total	458,163	408,271
TOWN COUNSEL/LEGAL		
Town Counsel Retainer & Fees	1	0
Department Total	1	0
TOWN CLERK		
Town Clerk Salary & Wages	109,729	106,914
Operation Of Fax/Photo Machine	5,100	4,992
Town Clerk`s Expenses	17,773	14,750
*STM 10/23/17 A:2 Prior Year Bills	1,472	1,472
Department Total	134,074	128,127
BOARD OF REGISTRARS/ELECTIONS		
Town Clerk Compensation	150	150
Bd of Registrars Salary & Wages	2,450	2,023
Bd Of Registrars Expenses	6,100	5,463
*ATM 04/30/18 A:4 Early Voting	2,000	0
Department Total	10,700	7,635
CONSERVATION COMMITTEE		
Conservation Com Salary & Wages	28,615	28,026
Conservation Com Vehicle Allowance	600	600
Conservation Com Expenses	3,718	3,706
Department Total	32,933	32,332
PLANNING BOARD		
Planning Bd Salary & Wages	46,443	46,197
Planning Board Expenses	5,269	3,865
MVPC Assessment	1,546	1,545
Department Total	53,258	51,607
ZONING BOARD OF APPEALS		
ZBA Salary & Wages	1,000	1,000
ZBA Expenses	500	410
Department Total	1,500	1,410
OPEN SPACE & RECREATION		
Open Space Expenses	750	121
Department Total	750	121

Town of West Newbury

Expenditure Report for All Activity

FY 2018

Section	Total Budget	Expended Year to Date
CABLE ADVISORY COMMITTEE		
*ATM 4/14 Art 18 Cable Advisory Expense	31,131	325
*ATM 4/15 Art 18 Cable Advisory Expense	53	0
Cable Advisory Committee Expenses	1	0
Department Total	31,185	325
TOTAL - GENERAL TOWN GOVERNMENT	1,215,682	917,317
POLICE DEPARTMENT		
Police Salaries & Wages	825,894	782,659
School Resource Officer	34,260	20,807
Police Overtime Wages	52,808	46,869
Police Expenses	99,729	93,647
*STM 04/15 Art. 6 Dispatch Console	5,991	248
*STM 10/24/16 New Officer	10,415	4,031
*STM 10/24/16 Police Util Vehicle	1,250	1,107
*STM 10/24/17 Police Car	41,000	39,764
*STM 04/30/18 A:8 Police Chief Car	34,000	0
*STM 04/30/18 A:7 Police Officers Contract	36,000	14,391
*STM 04/15 Art. 9 Ford Interceptor	943	0
Department Total	1,142,290	1,003,523
FIRE DEPARTMENT		
Fire Alarm Wages	85,727	85,727
Fire Drills	25,769	25,337
Fire Other Wages	29,651	29,651
Fire Administration	18,207	17,771
Medical Exams	3,000	1,052
Hydrant Mapping, Maint/Repair	68,720	68,720
Fire Alarm & Communications	13,237	13,237
Fire Expenses	36,938	36,758
*STM 04/15 Art. 7 Fire Breathing Apparatus	15,750	6,647
*STM 10/24/16 A:7 Communication	45,000	20,976
*STM 04/24/17 A:2 Fire Dept Equip	285,000	250,050
Department Total	626,999	555,925
INSPECTOR'S DEPARTMENT		
Inspectors Salaries & Wages	120,284	115,782
Inspectors Expenses	12,932	8,918
Inspectors Vehicle Allowance	4,980	4,980

Town of West Newbury

Expenditure Report for All Activity

FY 2018

Section	Total Budget	Expended Year to Date
Department Total	138,196	129,680
EMERGENCY MANAGEMENT		
Emergency Mgmt Salary & Wages	7,746	7,746
Emergency Mgmt Expenses	3,265	3,265
Department Total	11,011	11,011
ANIMAL CONTROL OFFICER		
Animal Control Expenses	21,500	21,500
Department Total	21,500	21,500
HARBORMASTER		
Harbormaster Salary	2,000	0
Harbormaster Expenses	2,000	0
Department Total	4,000	0
MUNICIPAL DISPATCH SERVICE		
Municipal Dispatch Salaries & Wages	247,186	211,414
Municipal Dispatch Overtime Wages	22,700	18,411
Municipal Dispatch Expenses	24,910	19,580
*ATM 04/30/18 A:6 Dispatch Equipment	5,991	5,991
Department Total	300,787	255,396
TOTAL - PUBLIC SAFETY	2,244,784	1,977,035
ASSESSMENTS		
Pentucket Regional Assessment	7,320,570	7,320,570
Pentucket Capital assessment	57,860	57,860
*STM 4/13 Art 12 Page Phase II Addt'l Contin	12,106	0
Whittier Assessments	381,562	381,562
Essex NS Techical Assessment	18,643	17,205
*STM 10/24/16 A:3 Essex North Shore	776	0
TOTAL - EDUCATION	7,791,517	7,777,197

Town of West Newbury

Expenditure Report for All Activity

FY 2018

Section	Total Budget	Expended Year to Date
PUBLIC WORKS		
DPW Salary & Wages	436,253	427,280
Overtime Wages	10,612	6,082
Snow & Ice Removal Wages	234,128	234,083
Town Bldgs Operating Expenses	190,014	190,005
Childrens Castle Utility Exp	16,000	16,000
Town Bldgs Improvements	51,000	51,000
*STM 11/13 Art#16 Page/Castle Maint	4,617	4,617
Street Paving/Repairs	70,000	70,000
*STM 04/24/17 A:7 DPW Tractor	5,551	0
Highway, Sidewalk & Trees	140,000	140,000
DPW Vehicle Allowance	6,000	6,000
DPW Expenses	4,819	4,634
Parks Expenses	15,000	14,042
Road Machinery Op Expenses	54,000	51,107
*STM 4/13 Art#8 Bldg/Annex Carpeting	2,293	2,293
*STM 4/14 Art# 6 Dump Truck/Sander/Plow	6,784	0
*STM 10/15 Art# 6 Annex New HVAC	9,575	0
*STM 4/16 Art#7 F250 Pickup and Plow	1,999	0
*STM 4/16 Art#8 F350 Dump Truck+Plow	8,416	0
*STM 4/16 Art#9 Library Outside Trim	30,000	0
*STM 4/16 Art#10 Repairs+Renov+Maint	80,194	61,818
*STM 4/16 Art#11 Repair+Improve Roads	54,203	0
Public Street Lights	13,000	5,667
Department Total	1,444,458	1,284,627
TOTAL - PUBLIC WORKS	1,444,458	1,284,627
BOARD OF HEALTH		
Board of Health Salary & Wages	115,930	115,057
Public Health Nurse	5,500	3,840
Waste Collection	333,171	323,301
Hazardous Waste Expenses	2,500	2,157
Bd of Health Expenses	18,076	17,872
Department Total	475,176	462,227
COUNCIL ON AGING		
*STM 04/15 Art. 8 COA Van	12,847	0

Town of West Newbury

Expenditure Report for All Activity

FY 2018

Section	Total Budget	Expended Year to Date
Council On Aging Salary & Wages	65,873	63,273
Council On Aging Expenses	18,583	17,751
Department Total	97,302	81,024
COMMUNITY CENTER		
COMMUNITY CENTER	6,000	365
*ATM 04/25/16 A:23 Community Center	4,814	1,038
Department Total	10,814	1,403
VETERANS		
Rental C.L. Carr Post	1	0
Soldiers Grave Expenses	2,600	2,600
Memorial Day Expense	600	600
Veterans Assessment	18,149	16,929
Northern Essex Veterans Services	9,355	5,320
*ATM 4/14 Art#14 Veteran's Expenses	26,548	0
Department Total	57,253	25,449
TOTAL - HUMAN SERVICES	640,546	570,103
GAR MEMORIAL LIBRARY		
Library Salaries & Wages	250,899	248,016
Library Expenses	32,500	32,491
Library Books & Periodicals	66,000	65,999
*ATM04/25/16 A:15 Library Improvement	1,642	0
Department Total	351,041	346,506
PARKS & RECREATION		
Recreation Expenses	7,344	7,344
Mill Pond Operating Expenses	4,450	549
Bandstand Expenses	6,000	5,049
Department Total	17,794	12,942
HISTORICAL COMMISSION		
Historical Commission Expenses	500	302
Department Total	500	302
TOWN CELEBRATIONS		
Town Celebration Expenses	0	0

Town of West Newbury

Expenditure Report for All Activity

FY 2018

Section	Total Budget	Expended Year to Date
Department Total	0	0
 CULTURAL COUNCIL		
Cultural Council Expenses	100	76
Department Total	100	76
TOTAL - CULTURE & RECREATION	369,435	359,826
 MATURING DEBT SERVICE		
Maturing Debt	470,000	470,000
Total	470,000	470,000
Interest on Debt	41,000	41,000
Total	41,000	41,000
TOTAL - DEBT SERVICE	511,000	511,000
 STATE & COUNTY ASSESSMENTS		
Mosquito Control C.S.		41,686
Air Pollution Control District		3,999
M. V. Excise Tax Bills		1,340
Essex Aggie Tuition Assessment		0
Ma Bay Trnsprtn Auth Assessmt		25,994
C.S. Regional Transit Authority		1,236
Essex Regnl Retirement Assess	563,649	555,396
Department Total	563,649	629,651
TOTAL- STATE & COUNTY ASSESSMENT	563,649	629,651
 BENEFITS/INSURANCE		
OPEB Contribution	1	0
Unemployment Insurance	1	0
Group Insurance	398,877	378,958
F.I.C.A. Insurance	43,774	43,774
Insurance & Bonds	167,280	161,365
Department Total	609,933	584,097
TOTAL - BENEFITS/INSURANCE	609,933	584,097

Town of West Newbury

Expenditure Report for All Activity FY 2018

Section	Total Budget	Expended Year to Date
TRANSFERS OUT		
Other Uses of Funds	872,248	872,248
Total	872,248	872,248
<hr/>		
TOTAL - TRANSFERS OUT	872,248	872,248
<hr/>		
TOTAL EXPENDITURES	16,263,252	15,483,100

Town of West Newbury
Revenue Report for All Activity
FY 2018

	Revenue Year to Date
PROPERTY TAXES	
Personal Property - 2013	606
Personal Property - 2016	155
Personal Property - 2017	466
Personal Property - 2018	215,187
Real Estate Taxes - 2017	93,734
Real Estate Taxes - 2018	12,678,713
Total	<u>12,988,863</u>
TAX LIENS REDEEMED	
Tax Liens Redeemed	13,885
Total	<u>13,885</u>
EXCISE TAXES	
Motor Vehicle 2012	193
Motor Vehicle 2013	330
Motor Vehicle 2014	236
Motor Vehicle 2015	476
Motor Vehicle 2016	2,945
Motor Vehicle 2017	119,465
Motor Vehicle 2018	650,939
Motor Boat Excise - 2017	105
Motor Boat Excise - 2018	2,206
Total	<u>776,893</u>
PENALTIES & INTEREST	
Penalties And Interest	46,203
Total	<u>46,203</u>
IN LIEU OF TAXES	
In Lieu Of Taxes	5,778
Total	<u>5,778</u>
Chapter 61A Rollback Taxes	36,408
Total	<u>36,408</u>
DEPARTMENTAL RECEIPTS	
Cable Surcharge Fee	41,639
Municipal Lien Certificates	4,125
Police Reports	196
Police Serv Chg O/S Detail	5,141
Police Cruiser Detail Fee	-
Misc Town Clerk Rev	675
Filing Fees	11,823
Other Departmental Revenue	1,410
Total	<u>65,009</u>

Town of West Newbury
Revenue Report for All Activity
FY 2018

	Revenue Year to Date
RENTAL FEES	
Rental - Town Other	161,255
Total	<u>161,255</u>
LICENSE & PERMITS	
Alcoholic Beverage Licenses	-
Other Licenses	1,270
Dog Licenses & Fees	7,645
Firearm & Related Permits	1,750
Fire Inspection/Permit Fees	10,255
Building And Occupancy	83,620
Wiring Permits	17,425
Plumbing & Gas Permits	12,765
Septic- Perc- Wells- Misc Bd	21,519
Other Misc Permits	245
Trench Excavation Permits	-
Total	<u>156,494</u>
CHERRY SHEET ITEMS	
C.S.Veteran's Benefits	2,008
C.S. State Owned Land	46,903
C.S. Chapter 70	26,779
C.S. Lottery- Beano- Charity	271,543
C.S. Abates to Elderly	-
C.S. Vets, Blind, Surviving Spouse	11,996
C.S. Veteran's Benfits Reimbursement	5,164
Total	<u>364,393</u>
FINES & FORFEITS	
Non-Criminal Disposition Fines	-
Court & Parking Fines	17,278
Total	<u>17,278</u>
EARNINGS ON INVESTMENTS	
Earnings On Investments	43,846
Total	<u>43,846</u>
MISCELLANEOUS REVENUES	
Other Misc Revenue	29,304
Non-Recurring Misc Revenue	3,089
FEMA reimbursement through State	-
Extended Polling Elections-State	1,484
Total	<u>33,877</u>
Transfers In	154,419
Total	<u>154,419</u>
TOTAL REVENUES	14,864,599



**TOWN OF WEST NEWBURY
DEBT SCHEDULE
FY2018**

	ISSUE DATE	ISSUE	BALANCE 7/1/2017	2018 PAYMENTS	BALANCE 6/30/2018
PRINCIPAL					
MWPAT	07/03/03	195,088.95	43,535.91	10,828.73	32,707.18
MWPAT	11/16/05	196,900.00	82,907.00	10,363.00	72,544.00
* LAND PRESERVATION/GROWTH MGMT	12/15/05	1,005,000.00	0.00		0.00
CIVIC CENTER COMPLEX	02/23/12	690,000.00	0.00		0.00
* MILL POND DREDGING	02/23/12	25,000.00	5,000.00	5,000.00	0.00
PUBLIC SAFETY COMPLEX	02/23/12	1,726,790.00	985,000.00	175,000.00	810,000.00
CRAVEN PROPERTY	02/23/12	243,500.00	120,000.00	30,000.00	90,000.00
* BALL FIELDS	02/23/12	172,850.00	25,000.00	25,000.00	0.00
* LAND PRESERVATION/GROWTH MGMT	02/23/12	1,358,800.00	855,000.00	135,000.00	720,000.00
* LAND PRESERVATION/GROWTH MGMT	02/23/12	697,900.00	295,000.00	100,000.00	195,000.00
Totals			<u>2,411,442.91</u>	<u>491,191.73</u>	<u>1,920,251.18</u>
INTEREST					
MWPAT	07/03/03		0.00	2,203.86	0.00
MWPAT	11/16/05		0.00		0.00
LAND PRESERVATION/GROWTH MGMT	12/15/05		0.00		0.00
CIVIC CENTER COMPLEX	02/23/12		0.00		0.00
MILL POND DREDGING	02/23/12		50.00	50.00	0.00
PUBLIC SAFETY COMPLEX	02/23/12		57,249.00	17,950.00	39,299.00
CRAVEN PROPERTY	02/23/12		4,800.00	2,100.00	2,700.00
BALLFIELDS	02/23/12		250.25	250.25	0.00
LAND PRESERVATION/GROWTH MGMT	02/23/12		52,250.00	15,750.00	36,500.00
LAND PRESERVATION/GROWTH MGMT	02/23/12		8750	4,900.00	3,850.00
Totals			<u>123,349.25</u>	<u>43,204.11</u>	<u>82,349.00</u>
TOTALS P + I			<u>2,534,792.16</u>	<u>534,395.84</u>	<u>2,002,600.18</u>
PRINCIPAL & INTEREST					
MWPAT	07/03/03		43,535.91	13,032.59	32,707.18
MWPAT	11/16/05		82,907.00	10,363.00	72,544.00
LAND PRESERVATION/GROWTH MGMT	12/15/05		0.00	0.00	0.00
CIVIC CENTER COMPLEX	02/23/12		0.00	0.00	0.00
MILL POND DREDGING	02/23/12		5,050.00	5,050.00	0.00
PUBLIC SAFETY COMPLEX	02/23/12		1,042,249.00	192,950.00	849,299.00
CRAVEN PROPERTY	02/23/12		124,800.00	32,100.00	92,700.00
BALLFIELDS	02/23/12		25,250.25	25,250.25	0.00
LAND PRESERVATION/GROWTH MGMT	02/23/12		907,250.00	150,750.00	756,500.00
LAND PRESERVATION/GROWTH MGMT	02/23/12		303,750.00	104,900.00	198,850.00
TOTALS			<u>2,534,792.16</u>	<u>534,395.84</u>	<u>2,002,600.18</u>

* Debt Exclusion Overrides

Annual Report of the Town Clerk Elections and Town Meetings

(For Fiscal Year 2018; July 1, 2017 through June 30, 2018)

SPECIAL TOWN MEETING—October 23, 2017

Pursuant to the Warrant issued by the Selectmen on October 2, 2017, which was posted on October 3, 2017 according to law by Constable Brian Richard, who made proper return of his doings thereon, the Special Town Meeting was held on October 23, 2017 at the Town Annex, 379 Main Street, West Newbury. The meeting was called to order at 7:30 PM by the Moderator, Kathleen C. Swallow, upon report by the Board of Registrars of a quorum of 90 or more registered voters. The Town Clerk read the return of service.

ARTICLE 1. To hear and act upon the reports of Town officers and committees.

Liz Callahan, Chairperson of the Energy Advisory Committee, gave a report on the projects active in the Town, including Solarize Newburyport (for which West Newbury is eligible) and the study for a municipal campus shelter.

Bob Janes, Chairman of the Historical Commission, stated that the historic inventory approved in the 2017 Annual Town Meeting is progressing and should be completed by July of 2018.

The Board of Selectmen announced that the Special Legislation for a town manager has been signed into law by the Governor and announced that Theresa Woodbury has been awarded COA Director of the Year.

ARTICLE 2. The Finance Committee recommended approval of this Article

Selectman Glenn Kemper moved to transfer \$1,471.78 from free cash to pay outstanding bills from prior years' expenditures:

\$1,024.00 – FY'16 Board of Registrars

\$ 389.94 – FY'16 Town Clerk

\$ 57.84 – FY'15 Town Clerk

The Moderator declared that the Motion passed unanimously.

ARTICLE 3. The Finance Committee recommended approval of this Article.

Selectman Joseph Anderson moved to transfer from free cash the sum of \$114,000 to reduce the current year tax rate.

The Moderator declared that the Motion passed unanimously.

ARTICLE 4. The Finance Committee recommended approval of this Article.

Selectman David Archibald moved to transfer from free cash the sum of \$150,000 for the town manager's salary, benefits and expenses. Any remaining funds in this account at the end of FY'18 will close out to free cash.

The Moderator declared that the motion passed by majority vote.

ARTICLE 5. The Finance Committee recommended approval of this Article.

Selectman Glenn Kemper moved to transfer from free cash the sum of \$500,000 to be placed in the Special Purpose Municipal Stabilization Fund established pursuant to Massachusetts General Laws c. 40 §5B in order to fund future capital expenditures for school related building projects.

The Moderator declared the Motion passed by majority vote.

ARTICLE 6. The Finance Committee recommended approval of this Article.

G.A.R Library Director Susan Babb moved to amend Section, Roman Numeral 40, of the Town Bylaws by deleting the present section 5.2.1 thru 5.2.5 and replacing it with the G.A.R. Library Fines and Revolving Fund as set forth in Article 6 of the Special Town Meeting Warrant dated October 23, 2017*.

The Moderator declared that the Motion passed unanimously.

*5.2.1 GAR Library Fines and Penalties Revolving Fund.

5.2.2 Department. There shall be a separate fund called the GAR Library Fines and Penalties Revolving Fund authorized for use by the Trustees of the GAR Library.

5.2.3 Revenues. The town accountant shall establish the GAR Library Fines and Penalties Revolving Fund as a separate account and credit to the fund all the monies received in connection with the collection of fines and penalties for lost, damaged or destroyed library materials.

5.2.4 Purposes and Expenditures. During each fiscal year, the Trustees of the GAR Library may incur liabilities against and spend monies

from the GAR Library Fines and Penalties Revolving Fund for the purchase of library materials.

5.2.5 Fiscal Years. The GAR Library Fines and Penalties Revolving Fund shall operate for fiscal years that begin on or after July 1, 2018 and shall continue until such time as town meeting votes to eliminate the fund.

ARTICLE 7. The Finance Committee recommended approval of this Article.

The Article was presented in two motions.

1. Water Commissioner Robert Janes moved to amend the Zoning Bylaw, Section 10 Groundwater Protection Overlay District by amending the Groundwater Protection Overlay District Map by incorporating the land shown as proposed on the map on page 8 of the Finance Committee Report dated October 23, 2017 for the property by the existing wellfield #1 on Main Street.

The Moderator declared the since this was a zoning amendment, a 2/3 vote was required. The Moderator declared that the motion passed unanimously.

2. Water Commissioner Robert Janes moved to amend the Zoning Bylaw, Section 10 Groundwater Protection Overlay District by amending the Groundwater Protection Overlay District Map by incorporating the land shown as proposed on the map on page 9 of the Finance Committee Report dated October 23, 2017 by Dole Place.

The Moderator declared the since this was a zoning amendment, a 2/3 vote was required. The Moderator declared that the motion passed by a vote of 87 in favor and 3 opposed.

ARTICLE 8. The Finance Committee recommended approval of this Article.

Selectman Joseph Anderson moved to amend the Zoning Bylaw, Section 4.E to add a temporary moratorium on the use of land or structures for the operation of any marijuana establishments, as defined in G.L. c. 94G Section 1 as written in appendix 2 of the Finance Committee Report dated October 23, 2017. This moratorium shall be in effect through December 31, 2018.

The Moderator declared the since this was a zoning amendment, a 2/3 vote was required. The Moderator instructed the tellers to take a hand court. The Moderator declared that the vote was 47 in favor and 49 opposed and that the motion failed.

At 8:37 P.M. on the motion of Selectman Joseph Anderson, it was unanimously voted to adjourn the Special Town Meeting.

Attest:

Michael P. McCarron
Town Clerk

ANNUAL TOWN MEETING -- MONDAY, APRIL 30, 2018

Pursuant to the Warrant issued by the Selectmen on April 2, 2018, which was posted on April 6, 2018 according to law by Constable Brian Richard, who made proper return of his doings thereon, the Annual Town Meeting was held on April 30, 2018 at the Annex, 379 Main Street, West Newbury. The meeting was called to order at 7:20 P.M. by the Moderator Kathleen C. Swallow, upon report of the Board of Registrars of Voters of a quorum of 90 or more registered voters. The Town Clerk read the return of service. The Moderator introduced Town Officials and reviewed Town Meeting procedures. There were no objections to non-resident Town Officials who were in attendance addressing the meeting, if necessary. At 7:35 P.M., the Moderator recessed the Annual Town Meeting to open the Special Town Meeting. The Annual Town Meeting was re-opened at 7:48 P.M. following adjournment of the Special Town Meeting. The record of the Special Town Meeting follows the record of the Annual Town Meeting. The reconvened Annual Town Meeting continued with discussion under Article 3 of the Annual Town Meeting warrant.

ARTICLE 1. Calling for the election of Town officers was passed over for action at the Annual Town Election on May 7, 2018.

ARTICLE 2. To hear and act upon the reports of Town officers and committees.

Pursuant to custom, this Article was left open throughout the meeting.

The Board of Selectmen recognized Robert Janes as the West Newbury Citizen of the Year. Mr. Janes has provided many years of service to the Town as a Water Commissioner, a member of the Historical Commission, a member of the Board of Health, West Newbury's representative to the Veteran's District and member of the Community Preservation Commission, to name a few. Bob has dedicated countless volunteer hours to the betterment of the Town and he is the embodiment of civic spirit.

The Board of Selectmen introduced Angus Jennings, the new Town Manager, to the Meeting.

Community Center Committee Member, Vanessa Graham, gave a report on the status of the Community Center Committee. The Committee is looking to utilizing the Town Annex for enhanced services.

Historical Commission Chairperson, Robert Janes, gave a report on the progress of the Historical Inventory (authorized by last year's Town Meeting) which should be completed by the end of the fiscal year.

At 7:35 PM, the Town voted to recess the Annual Town Meeting to take up the Special Town Meeting.

At 7:48 PM, upon the adjournment of the Special Town Meeting, the Annual Town Meeting resumed.

ARTICLE 3. (The Budget) The Finance Committee Booklet contained the Finance Committee's Fiscal Year 2019 recommended budget and also a recommended budget from the Selectmen which varied from the Finance Committee's recommended budget on a number of Line Items. The Moderator addressed the procedure for adoption of the Line Item Budget for Fiscal Year 2019. For purposes of this Article the recommendation of the Finance Committee is considered the main motion. Each Line Item is considered a separate appropriation and the main motion for each line item may be considered separately. Any Town Meeting member wishing to discuss a line item or move a different amount may call out "Hold" when the line item is read. Amending a line item requires two steps; first a motion to amend the main motion (the Finance Committee recommendation) and then a motion to approve the main motion, as amended. The Moderator read each Line Item.

A Hold was placed on:

Line 15 Police Salary and Wages (School Resource Officer)

Line 15 Police Cruisers

Line 24 DPW Electricity

Line 27 Community Center Expenses

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With regards to the hold on the Police Salary and Wages (School Resource Officer), Town Meeting inquired as to the status of the School Resource Officer and its progress in its first year. Chief Arthur Reed addressed the Meeting and explained that the introduction of s School Resource Officer in the Pentucket District has been successful and that he meets regularly with school officers concerning this new office. No motion was made to amend this line item.

With regards to the hold on Police Cruisers, it was explained that the police cruiser authorized pursuant to the Special Town Meeting Article was for the Chief's car and that this cruiser was part of the standard cruiser replacement policy of the Town. It was also explained that the cost of this cruiser is significantly less due to the use of the Police Car Revolving Fund and the recoupment of costs by selling the old cruiser. No motion was made to amend this line item.

With regards to the hold on DPW Electricity, it was explained that this line item was broken off from the DPW Town Buildings operating fund line item. This item also reflected a reduction in costs of \$35,000.00 reflecting the savings accrued from the town solar field. No motion was made to amend this line item

With regards to Line 27, Town Meeting Member John McGrath questioned the wisdom of placing expenses for a temporary committee in the line item budget. No motion was made to amend this line item.

Selectmen Glenn Kemper moved to adopt the Line Item Budget as stated. The Moderator declared that the motion passed by majority vote. It was voted to raise and appropriate the sum of \$14,973,426.00 for the Total Line Item Budget.

Town of West Newbury Line Item Appropriations FY 2019

1 ***** TOWN MODERATOR *****		
Salary & Wages		200.00
Expenses		60.00
	Department Total	<u>260.00</u>
2 ***** BOARD OF SELECTMEN *****		
Selectmen's Stipend		0.00
Salary & Wages		
Temporary Pay		
Overtime		
Professional & Technical Services		10,000.00
Expenses		5,000.00
	Department Total	<u>15,000.00</u>
3 *****TOWN MANAGER *****		
Town Manager Salary		145,000.00
Salary and Wages		110,168.00
Technology Expense		35,744.00
Expenses		36,517.00
Vehicle Allowance		<u>3,600.00</u>
SUBTOTAL		331,029.00
4 ***** FINANCE COMMITTEE*****		

	Expenses	1,800.00	
	Salary	1,000.00	
	Reserve Fund	60,000.00	
	Department Total	<u>62,800.00</u>	
5	***** BOARD OF ASSESSORS *****		
	Assessors' Salary		
	Salary & Wages	121,844.00	
	Expenses	41,900.00	
	Vehicle Allowance	1,500.00	
	Department Total	<u>165,244.00</u>	
6	***** FINANCE DEPARTMENT *****		
	Salary & Wages	153,242.00	
	Annual Audit	18,500.00	
	Tax Title & Foreclosure	1,000.00	
	Expenses	31,400.00	
	Department Total	<u>204,142.00</u>	
7	***** SPECIAL COUNSEL *****		
	Legal Fees	0	
	Department Total	<u>0</u>	
8	***** TOWN CLERK/TOWN COUNSEL *****		
	Salary & Wages	111,924.00	
	Operation of Facsimile Machine/Photocopiers	5,500.00	
	Expenses	9,475.00	
	Department Total	<u>126,899.00</u>	
9	***** BOARD OF REGISTRARS/ELECTIONS *****		
	Town Clerk Compensation	150.00	
	Salary & Wages	5400.00	
	Expenses	9,025.00	
	Department Total	<u>14,575.00</u>	
10	***** CONSERVATION COMMISSION *****		
	Salary & Wages	29,187.00	
	Expenses	2,410.00	
	Vehicle Allowance	600.00	
	Department Total	<u>32,197.00</u>	
11	***** PLANNING BOARD *****		

	Salary & Wages	47,634.00	
	Expenses	3,600.00	
	MVPC Assessment	1,584.00	
	Department Total	<u>52,818.00</u>	
12	***** BOARD OF APPEALS *****		
	Salary & Wages	1,000.00	
	Expenses	500.00	
	Department Total	<u>1,500.00</u>	
13	***** OPEN SPACE & RECREATION COMMITTEE *****		
35	Expenses	750.00	
	Department Total	<u>750.00</u>	
14	***** CABLE ADVISORY COMMITTEE *****		
	Expenses	0	
	Department Total	<u>0</u>	
TOTAL - GENERAL TOWN GOVERNMENT		1,007,214.00	
15	***** POLICE DEPARTMENT *****		
	Salary & Wages	872,371.00	
	Salary and Wages (School Resource Officer)	35,334.00	
	Overtime	55,487.00	
	Expenses	109,359.00	
	Department Total	<u>1,104,551.00</u>	
16	***** FIRE DEPARTMENT *****		
	Alarms	83,948.00	
	Drills	26,284.00	
	Miscellaneous Fire Department Wages	23,086.00	
	Administration	25,730.00	
	Fire Protection Fees	72,156.00	
	Fire Alarm & Communications	11,000.00	
	Expenses	42,600.00	
	Medical Exams	3,000.00	
	Department Total	<u>287,804.00</u>	
17	***** AMBULANCE SERVICE *****		
	Ambulance Retainer	1.00	
	Department Total	<u>1.00</u>	
18	***** INSPECTION DEPARTMENT *****		
	Salary & Wages	122,690.00	
	Expenses	9,490.00	

	Vehicle Allowance	4,980.00
	Department Total	137,160.00
19	***** EMERGENCY MANAGEMENT AGENCY *****	
	Salary & Wages	7,901.00
	Expenses	3,265.00
	Department Total	11,161.00
20	***** ANIMAL CONTROL OFFICER *****	
	Salary & Expenses	23,460.00
	Department Total	23,460.00
21	***** HARBORMASTER *****	
	Salary & Wages	3,000.00
	Expenses	3,000.00
	Department Total	6,000.00
22	***** PUBLIC SAFETY DISPATCH *****	
	Salary & Wages	256,618.00
	Overtime	25,520.00
	Expenses	26,370.00
	Department Total	308,508.00
TOTAL - PUBLIC SAFETY		1,878,649.00
EDUCATION		
23	***** ASSESSMENTS *****	
	Pentucket Minimum Contribution	7,176,348.00
	Pentucket Other Assessment	.00
	Pentucket Capital Assessment	64,162.00
	Page School Phase II	511,988.00
	Whittier Minimum Contribution	232,543.00
	Whittier Other Assessment	49,486.00
	Whittier Capital Assessment	20,320.00
	Essex North Shore Reg/Voc Tech/Essex Agr	19,575.00
	Department Total	8,074,422.00
TOTAL - EDUCATION		8,074,422.00
24	***** DEPARTMENT OF PUBLIC WORKS *****	
	Salary & Wages	434,243.00
	Overtime Wages	10,404.00

Snow & Ice Removal	150,000.00
Town Buildings Operating Expenses	80,400.00
Town Buildings Improvements	51,000.00
Children's Castle Operating Expense	16,000.00
Road Improvement Program	70,000.00
Highway, Sidewalk & Trees	140,000.00
Vehicle Allowance	6,000.00
Expenses	4,800.00
Parks & Playground Expenses	15,000.00
Road Machinery Expense	49,000.00
Capital Outlay	-
Street Lighting	13,000.00
	<hr/>
Department Total	1,109,847.00

TOTAL - DEPARTMENT OF PUBLIC WORKS	1,109,847.00
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25 *** HEALTH DEPARTMENT *******

Salary & Wages	118,393.00
Newburyport Health Center	3,840.00
Waste Collection	316,680.00
Hazardous Waste Collection	2,000.00
Expenses	12,415.00
	<hr/>
Department Total	453,328.00

26 *** COUNCIL ON AGING *******

Salary & Wages	64,296.00
Expenses	18,500.00
	<hr/>
Department Total	82,796.00

27 COMMUNITY CENTER

Salary and Wages	3,600.00
Expenses	2,400.00
	<hr/>
Department Total	6,000.00

28 *** VETERANS *******

Rental C.L. Carr Post	1.00
Soldiers' Graves Expenses	2,600.00
Assessment	18,282.00
N. Essex Veterans Services Benefits	9,355.00
Memorial Day Expenses	5,000.00
	<hr/>
Department Total	35,238.00

TOTAL- HUMAN SERVICES	577,362.00
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29	***** GAR MEMORIAL LIBRARY *****		
	Salary & Wages		255,518.00
	Expenses		32,500.00
	Books & Periodicals		66,000.00
		Department Total	<u>354,018.00</u>
30	***** RECREATION *****		
	Parks & Recreation Expense		7,344.00
	Mill Pond Operating Expense		4,450.00
	Action Cove Playground		5,000.00
	Bandstand Operating Expense		6,000.00
		Department Total	<u>22,794.00</u>
31	***** CULTURAL COUNCIL *****		
	Expenses		100.00
		Department Total	<u>100.00</u>
32	***** HISTORICAL COMMISSION *****		
	Expenses		500.00
		Department Total	<u>500.00</u>
TOTAL - CULTURE & RECREATION			377,412.00
33	***** MATURING DEBT SERVICE *****		
	Maturing Debt		340,000.00
	Interest & Paydowns on Long/Short Term Debt		29,000.00
		Department Total	<u>369,000.00</u>
TOTAL - DEBT SERVICE			369,000.00
	***** BENEFITS/INSURANCE *****		
34	Essex Regional Retirement		641,424.00
35	Unemployment Insurance		1.00
36	Group Health Insurance OPED GF		422,570.00 0
37	F.I.C.A. Insurance		45,525.00
38	Insurance & Bonds		170,000.00

	Department Total	1,279,520.00
TOTAL - BENEFITS/INSURANCE		1,279,520.00
39	Stabilization	300,000.00
TOTAL TOWN LINE ITEM BUDGET		14,973,426.00

ARTICLE 4: The Finance Committee recommended approval of this Motion

Water Commissioner Robert Janes moved to appropriate, in anticipation of Water Department revenue, the sum of \$793,518.00 of which \$189,241.00 for Salaries and Wages, which include \$1,700 for Water Commissioners stipends, \$41,931 for Insurances, \$393,590 for Expenses, \$103,747 for Debt Service, \$15,000 for Extraordinary and Unforeseen, and \$50,009 for Indirect Cost.

The Moderator declared that the motion passed unanimously.

ARTICLE 5. The Finance Committee gave no recommendation on this Article.

No instructions were offered for the Water Commissioners in accordance with Chapter 38 of the Acts of 1936.

ARTICLE 6. The Finance Committee recommended approval of this Article. .

Selectman Joseph Anderson moved to transfer the sum of \$50,000 from FREE CASH for the Pension Liability Stabilization Fund

The Moderator declared that the motion passed unanimously.

ARTICLE 7. The Finance Committee recommended approval.

Board of Health Member, Robert Janes, moved to transfer the sum of \$22,827.09 from the Septic Loan Revolving Account for the repayment of debt service.

The Moderator declared that the motion passed unanimously.

ARTICLE 8. The Finance Committee recommended approval.

Selectman David Archibald moved to transfer the sum of \$102,900 from the Receipts Reserved for Dunn Debt Account to pay the debt service associated with the Dunn Property Acquisition.

The Moderator declared the motion passed unanimously

ARTICLE 9. The Finance Committee recommended approval.

Selectman Glenn Kemper moved to raise and appropriate the sum of \$315,000 to be placed in the special purpose municipal stabilization fund established pursuant to Massachusetts General Laws c. 40 §5B in order to fund future capital expenditures for school related building projects.

The Moderator declared that the motion passed by majority vote.

Town Moderator, K.C. Swallow temporarily relinquished the office of Town Moderator, so as Chairperson of the Bicentennial Committee, she would give the motion on the following Article. Michael P. McCarron, Town Clerk, was selected as Town Moderator, *pro tempore*.

K.C. Swallow, Chairperson of the Bicentennial gave a report on the progress of the Bicentennial Committee. In preparation for West Newbury's 200th anniversary of its incorporation, the Bicentennial Committee is planning a number of events to commemorate the occasion.

ARTICLE 10. The Finance Committee recommended disapproval of the Article

K.C. Swallow, Chairperson of the Bicentennial Committee, moved to transfer from FREE CASH the sum of \$140,000 to add to the special fund established in accordance with the provisions of MGL Chapter 44, Section 53I for a celebration of West Newbury's Bicentennial in 2019. Any remaining funds will be closed out to the undesignated fund balance at the close of Fiscal Year 2020.

The Moderator, *pro tempore*, declared the Motion passed by majority vote.

K.C. Swallow resumed the office of Town Moderator.

ARTICLE 11. The Finance Committee recommended approval.

Selectman Joseph Anderson moved to see if the town will vote to fix the maximum amount that may be spent during Fiscal Year 2019 from the revolving funds pursuant to Section XL of the Bylaws of the Town of West Newbury

Section 5.1 Summer Recreation Revolving Fund in the amount of \$42,000,

Section 5.2 GAR Library Fines and Penalties Revolving Fund in the amount of \$10,000

Section 5.3 Police Vehicle Revolving Fund in the amount of \$20,000.

The Moderator declared that the Motion passed unanimously.

ARTICLE 12. The Finance Committee recommended approval.

DPW Director Gary Bill moved to transfer from FREE CASH the sum of \$100,000 to fund improvements and repairs to the Page School, Children's Castle and Town Buildings. Any remaining funds will be closed out to the undesignated fund balance at the close of Fiscal Year 2021.

The Moderator declared that the Motion passed unanimously.

Community Preservation Member Sherry Pruyn gave a report on the Community Preservation Committee and the projects approved by Committee

ARTICLE 13. The Finance Committee recommended approval.

Community Preservation Committee Member William Bachrach moved to allocate and/or reserve from the Community Preservation Fund annual revenues, the amounts recommended by the Community Preservation Committee for Community Preservation Projects, Committee Administrative Expenses, and other expenses in Fiscal Year 2019, with each item to be considered a separate appropriation.

Allocate Reserves:

From FY 2019, estimated revenues for Community Housing Reserve:	\$39,998.00
From FY 2019, estimated revenues for Historic Resources Reserve:	\$39,998.00
From FY 2019, estimated revenues for Open Space & Recreation Reserve:	\$39,998.00
From FY 2019, estimated revenues for Committee Administrative Expenses:	\$19,999.00
From FY 2019, estimated revenues for Budgeted Reserve:	\$259,987.00

Total	\$399,980.00
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The Moderator declared that the Motion passed unanimously.

ARTICLE 14. The Finance Committee recommended approval.

Selectman Joseph Anderson moved to transfer from the Stabilization Fund the sum of \$31,000 to fund a utility pole transfer for the existing municipal fire alarm service. Any remaining funds will be closed out to the stabilization fund at the close of Fiscal Year 2020.

Since this was a transfer from the Stabilization Fund, the Moderator declared that a two-thirds majority vote was necessary to pass the Motion

The Moderator declared that the Motion passed unanimously.

ARTICLE 15. The Finance Committee recommended approval.

Selectman Glenn Kemper moved to transfer from FREE CASH the sum of \$17,500 to fund the Town's share of the cost of the replacement of the 1984 tanker truck in connection with a 2017 FEMA Assistance to Firefighter's Grant. Any remaining funds will be closed out to the undesignated fund balance at the close of Fiscal Year 2022.

The Moderator declared that this Motion passed unanimously.

ARTICLE 16. The Finance Committee recommended approval.

Selectman David Archibald moved to transfer from the Stabilization Fund the sum of \$115,000 to fund the purchase of firefighting personal protective gear. Any remaining funds will be closed out to the stabilization fund at the close of Fiscal Year 2019.

Since this was a transfer from the Stabilization Fund, the Moderator declared that a two-thirds majority vote was necessary to pass the Motion

The Moderator declared that this Motion passed unanimously.

ARTICLE 17. The Finance Committee recommended approval.

Selectman David Archibald moved to transfer from FREE CASH the sum of \$5,000 for the town manager's expenses. Any remaining funds will be closed out to the undesignated fund balance at the close of Fiscal Year 2019.

The Moderator declared that the Motion passed unanimously.

ARTICLE 18. The Finance Committee recommended approval.

Selectman Glenn Kemper moved to transfer from FREE CASH the sum of \$2,500 to fund new chairs for the Senior Center. Any remaining funds will be closed out to the undesignated fund balance at the close of Fiscal Year 2019.

The Moderator declared that the Motion passed unanimously.

ARTICLE 19. The Finance Committee recommended approval.

Selectman Joseph Anderson moved to amend the Town Bylaws by deleting Section VII (the Finance Director Bylaw) in its entirety and by changing the reference to "Finance Director" in Sections IV (Capital Improvement Committee Bylaw), VIII (Finances) XXXVI (Community Preservation Committee Bylaw) to "Town Manager"

The Moderator declared that the Motion passed unanimously.

Liz Callahan, Chairperson of the Energy Advisory Committee gave a report on the actions of the Energy Advisory Committee and its recommendations for approval of the proposed zoning

amendment to add the Large Scale Ground-Mounted Solar Photovoltaic Overlay District to property off Coffin Street.

ARTICLE 20. The Finance Committee recommended disapproval of this Article.

Energy Advisory Committee Member Rick Parker moved that the Town vote to amend the Zoning Map of the Town of West Newbury to include within the Large Scale Ground-Mounted Solar Photovoltaic Installation (LGSPI) Overlay District approximately 20 acres of land located at 28 Coffin Street and identified as “Proposed Solar Overlay District Area +19.50 acres” on a plan entitled “Proposed Solar Overlay District—28 Coffin Street Town of West Newbury date April 2018 by Weston & Sampson.”

Considerable discussion on the Motion ensued.

Since this was a vote to amend the West Newbury Zoning Law, the Moderator declared that a two-thirds majority vote was necessary to pass the Motion.

The Moderator instructed the Tellers to conduct a hand count. The vote was 68 in favor and 213 opposed.

The Moderator declared that the Motion failed.

ARTICLE 21. The Finance Committee recommended disapproval of this Article.

Selectman Glenn Kemper moved No Action on this Article.

The Moderator declared that the Motion for No Action passed unanimously.

ARTICLE 22. The Finance Committee recommended disapproval of this Article.

Town Meeting Member Rose Vetere moved that the Town vote to amend the West Newbury Zoning Bylaws by inserting the following as a new Section 5.G.5.d to wit: “d. All Larger Scale Ground-Mounted Solar Photovoltaic Installations (LGSPI) located in Residence A, B or C districts shall not exceed a nameplate capacity of 500kW DC.”

Since this was a vote to amend the West Newbury Zoning Bylaw, the Moderator declared that a two-thirds majority vote was necessary to pass the Motion

The Moderator declared that the motion failed by a vote of 28 in favorite and 100 opposed.

ARTICLE 23. The Finance Committee recommended disapproval of this Article.

Town Meeting Member Rose Vetere moved that the Town vote to amend the West Newbury Zoning Bylaws by inserting a new Section 5.G.5.c, as set forth in Article 23 of the Annual Town Meeting Warrant of April 30, 2018

Since this was a vote to amend the West Newbury Zoning Bylaw, the Moderator declared that a two-thirds majority vote was necessary to pass the Motion.

The Moderator declared that the Motion failed by a vote of 35 in favor and 150 opposed.

ARTICLE 24. The Finance Committee recommended disapproval.

Town Meeting Member Rose Vetere moved that the Town vote to amend the West Newbury Zoning Bylaws by inserting a new Section 5.G.4.d. as set forth in Article 24 of the Annual Town Meeting Warrant of April 30, 2018

Since this was a vote to amend the West Newbury Zoning Bylaw, the Moderator declared that a two-thirds majority vote was necessary to pass the Motion

The Moderator declared that the Motion failed by a vote of 31 in favor and 150 opposed

Upon the motion of Selectman Glenn Kemper, it was voted to adjourn and dissolve the 2018 Annual Town Meeting at 10:17 P.M.

Attest:

Michael P. McCarron
Town Clerk

SPECIAL TOWN MEETING—April 30, 2018

Pursuant to the Warrant issued by the Selectmen on April 2, 2018, which was posted on April 6, 2018 according to law by Constable Brian Richard, who made proper return of his doings thereon, the Special Town Meeting was held on April 30, 2018 at the Town Annex, 379 Main Street, West Newbury. The meeting was called to order at 7:35 PM by the Moderator, Kathleen C. Swallow, upon report by the Board of Registrars of a quorum of 90 or more registered voters. The Town Clerk read the return of service.

ARTICLE 1. To hear and act upon the reports of Town officers and committees.

No reports were given to the Town pursuant to this article at this time.

ARTICLE 2. The Finance Committee recommended approval of this Article

DPW Director Gary Bill moved to transfer from Community Preservation Act Funds, Unrestricted Fund Balance the sum of \$200,000 for the purchase, installation and related expenses, to replace the emergency generator at the Page School. Any remaining funds will be closed out to the Community Preservation Act Funds Unrestricted Fund Balance at the close of Fiscal Year 2020.

The Moderator declared that the Motion passed by majority vote.

ARTICLE 3. The Finance Committee recommended approval of this Article.

Water Commissioner Robert Janes moved to transfer the sum of \$110,000.00 from the Water Enterprise Fund Free Cash Account and \$40,000.00 from the Water Enterprise Stabilization Fund Account to install underground electric service and Comcast internet from Hilltop Circle to the new Brake Hill Water Tank.

Since a portion of the motion called for transfer from a Stabilization Fund Account, the Moderator ruled that a two-thirds vote was necessary.

The Moderator declared that the Motion passed with a vote of 150 in favor and 1 opposed.

ARTICLE 4. The Finance Committee recommended approval of this Article.

Selectman David Archibald moved to transfer from Free Cash the sum of \$2,000 to pay for salaries and expenses pertaining to the operation of early voting for the 2018 state election. Any remaining funds will be closed out to the undesignated fund balance at the close of Fiscal Year 2019.

The Moderator declared that the Motion passed unanimously.

ARTICLE 5. The Finance Committee recommended approval of this Article.

DPW Director Gary Bill moved to transfer from FREE CASH the sum of \$84,128.34 to fund the Snow and Ice deficit. Any remaining funds will be closed out to the undesignated fund balance at the close of Fiscal Year 2018.

The Moderator declared the Motion passed by majority vote.

ARTICLE 6. The Finance Committee recommended approval of this Article.

Selectman Glenn Kemper moved to transfer from FREE CASH the sum of \$5,991.35 for the cost of equipment for the Dispatch Center. Any remaining funds will be closed out to the undesignated fund balance at the close of Fiscal Year 2018.

The Moderator declared that the motion passed by majority vote.

ARTICLE 7. The Finance Committee recommended approval of this Article.

Selectman Joseph Anderson moved to transfer from FREE CASH the sum of \$36,000 to fund the first year of the police officers' new contract (2018). Any remaining funds will be closed out to the undesignated fund balance at the close of December 31, 2018.

The Moderator declared the motion passed unanimously.

ARTICLE 8. The Finance Committee recommended approval of this Article

Selectman David Archibald moved to transfer from FREE CASH the sum of \$34,000.00 for the purchase of a new police vehicle and to dispose of the current vehicle at the discretion of the Board of Selectmen. Any remaining funds will be closed out to the undesignated fund balance at the close of Fiscal Year 2019.

The Moderator declared that the motion passed by majority vote.

At 7:48 P.M. on the motion of Selectman Glenn Kemper, it was unanimously voted to dissolve the Special Town Meeting.

Attest:

Michael P. McCarron
Town Clerk

MAY 7, 2018 ANNUAL TOWN ELECTION RESULTS
WEST NEWBURY, MASSACHUSETTS

Pursuant to Article 1 of the Warrant issued by the Board of Selectmen on April 2, 2018, the Annual Town Election was held on Monday, May 7, 2018 in the Annex, 379 Main Street. The Constable, Brian Richard., duly posted the Warrant on April 6, 2018, according to applicable statutes and the Town Bylaws, and made proper return of his doings. The polls were opened at 7:00 A.M. and closed at 8:00 P.M. Prior to opening of the polls; the Clerk read the Warrant and Return of Service, swore in the Election Officers and turned over election materials to the Warden. The Warden, Clerk and Constable inspected the ballot box and a zero report was printed. The Election Officers sworn to the faithful performance of their duties were: Warden: M. Dorothy Cavanaugh,

Clerk: Sharon Plummer and; Tellers:, Gail Dinaro, Marge Peterson, Joan Tranfaglia, , Susan Dougherty, Jackie Johnston, Dianne Faulkner, and Margaret Dunlap.

There were 184 ballots cast, representing a 5.2% voter turnout. The Town Clerk announced the preliminary results at 8:05 PM. There were zero (0) provisional ballots cast.

SELECTMAN (For Three Years)

Blank	21
Glenn A. Kemper	160
Others	3

BOARD OF HEALTH (For Three Years)

Blank	22
Robert P. Janes	162
Others	0

PLANNING BOARD (For Five Years)

Blank	34
Ann E. Bardeen	148
Others	2

TRUSTEES OF THE
PUBLIC LIBRARY (3 For Three Years)

Blank	110
Holly L. Cole	154
Amy Custance	142
Virginia J. Selman	142
Others	4

ASSESSOR (For Three Years)

Blank	27
Jennifer A. Poliseno	157
Others	0

SCHOOL COMMITTEE (For Three Years)

Blank	29
Marie E. Felzani	155
Others	0

WATER COMMISSIONER (For Three Years)

Blank	30
W. Lawrence Corcoran	154
Others	0

PARK AND RECREATION
COMMISSIONER (For Three Years)

Blank	18
Thomas J. Flaherty	166
Others	0

PARK AND RECREATION
COMMISSIONER (For One Year)

Blank	24
John J. Foley III	159
Others	1

CONSTABLE (For Three Years)

Blank	24
Brian J. Richard	159
Others	1

MODERATOR (For Three Years)

Blank	28
Kathleen C. Swallow	154
Others	2

Attest:

Michael P. McCarron
Town Clerk

ANNUAL REPORT OF THE TOWN CLERK

VITAL RECORDS AND STATISTICS RECORDED IN WEST NEWBURY DURING FISCAL YEAR 2018

(July 1, 2017 through June 30, 2018)

To the Honorable Board of Selectmen,

The following vital records and statistics were recorded in the Town Clerk's Office during Fiscal year 2018:

Births: 40
Marriages 05
Deaths: 20

Note: In accordance with the intent of M.G.L. Chapter 51, Section 6, the recorded births are not listed.

MARRIAGES RECORDED DURING FISCAL YEAR 2018

DATE	NAMES	RESIDENCE	PLACE OF MARRIAGE	OFFICIANT
Sept.02, 2017	Katie Marie Stannard Michael Ricci	West Newbury, MA West Newbury, MA	West Newbury, MA	Kevin Pasdon Officiant
Sept.12, 2017	Kristen Ann Morse Brian Michael Andrews	Atkinson, NH Atkinson, NH	Newbury, MA	Donald L. Moss Solemnizer
Oct. 12, 2017	Christina Marie Pinciario Daniel Healy-Rose	West Newbury, MA West Newbury MA	West Newbury, MA	Elizabeth Genelli Justice of the Peace
Dec. 29, 2017	Christine A. Dunbar-Colpitts James Shaw McLellan	West Newbury, MA West Newbury, MA	West Newbury, MA	Peter B. Lundgren Solemnizer

MARRIAGES RECORDED DURING FISCAL YEAR 2018

DATE	NAMES	RESIDENCE	PLACE OF MARRIAGE	OFFICIANT
April 30, 2018	Emily Katherine Bartlett Jesus Altagracia Ortiz, Jr.	West Newbury, MA West Newbury, MA	Salem, MA	Andrew Tripp Rev Doctor.

The Date of marriage is the date of the Marriage Ceremony

DEATHS RECORDED DURING THE FISCAL YEAR 2018

RECORDED	NAME	AGE	RESIDENCE	RESTING PLACE	DATE OF DEATH
July 19, 2017	John J. Siudut	70	12 Merrill Street	Linwood Crematory Haverhill, MA	July 14, 2017
Aug. 18, 2017	Ann K. Prudhomme	102	4 Barberry Lane	Rural Crematory Worcester, MA	Aug. 17, 2017
Sept. 25, 2017	Janice Snowden	65	78 Maple Street	Puritan Lawn Memorial Crematory Peabody, MA	Sept. 20, 2017
Oct. 10, 2017	Angea Reid	79	95 River Road	Linwood Crematory Haverhill, MA	Oct. 05, 2017
Oct. 24, 2017	Grant W. Miller	73	224 Main Street	Linwood Crematory Haverhill, MA	Oct. 21, 2017
Nov. 02, 2017	Rita Alice Dwyer	77	17 Coffin Street	Linwood Crematory Haverhill, MA	Oct. 26, 2017
Nov. 14, 2017	Ann LaSelva	80	9 Albion Lane	Saint. Patrick Cemetery Stoneham, MA	Nov. 12, 2017

DEATHS RECORDED DURING THE FISCAL YEAR 2018

RECORDED	NAME	AGE	RESIDENCE	RESTING PLACE	DATE OF DEATH
Nov. 21, 2017	John Francis Cronin	88	74 Bridge Street	Linwood Crematory Haverhill, MA	Nov. 17, 2017
Nov. 30, 2017	Barbara Little Gove	99	558 Main Street	Linwood Crematory Haverhill, MA	Nov. 25, 2017
Dec. 18, 2017	Marie M. Matthias	85	400 Main Street	Walnut Hill Cemetery West Newbury, MA	Dec. 12, 2018
Dec. 18, 2017	Linda Waring	75	20 Montclair Road	Linwood Crematory Haverhill, MA	Dec, 14, 2018
Dec. 19, 2017	Frances H. May	91	8 Donovan Drive	Gunderson Funeral Home Madison, WI	Dec. 15, 2017
Mar. 19, 2018	Trudy T. Baldwin	74	390 Main Street	Linwood Crematory Haverhill, MA	Mar. 13, 2018
Mar. 12, 2018	Jeannette E. Poore	95	48 Garden Street	Linwood Crematory Haverhill, MA	Mar. 06, 2018
Mar. 15, 2018	K. Theodore Pruyn	58	167 Main Street	Linwood Crematory Haverhill, MA	Mar. 12, 2018
Apr, 02, 2018	Elisha M. Garrett	94	101 Bachelor St	Bridge Street Cemetery West Newbury, MA	Mar.28, 2018
Apr. 18, 2018	Vincent C. Manzi, Jr.	69	16 Indian Ridge Road	Mary Immac. Conception Lawrence, MA	April 04, 2018

DEATHS RECORDED DURING THE FISCAL YEAR 2018

RECORDED	NAME	AGE	RESIDENCE	RESTING PLACE	DATE OF DEATH
May 17, 2018	David G. Buckley	77	411 Main Street	Linwood Crematory Haverhill, MA	May 14, 2018
May 17, 2018	Walter A. Murphy	84	25 Bachelor Street	Linwood Crematory Haverhill, MA	May 14, 2018
May 30, 2018	Donald H. Miller	87	27 Maple Street	Bridge Street West Newbury, MA	May 24, 2018

ANNUAL REPORT OF THE CAPITAL IMPROVEMENTS COMMITTEE FY2019

To the Honorable Board of Selectmen:

During 2018, the Capital Improvement Committee reviewed and coordinated the planning and proposed financing of West Newbury capital improvements and updated the multi-year plan for the Stabilization Fund.

Meetings were conducted with each Town Department that was requesting funds for items with a life expectancy of five years and a value over the amount of \$20,000. Four items were reviewed with all of them requesting funds for Fiscal Year 2019. After review, each of the items was prioritized using the Capital Improvements Committee Litmus Test. The order of prioritization is shown below.

Below is a summary of Fiscal 2019 items which were voted on at the Annual and Special Town Meetings.

FUNDING RECOMMENDATIONS

Project	Priority	2018 Requested	Stabilization Fund	Borrow	Free Cash	Water Dept Funds	Approved 2018 Mtg
Water Dept-Brake Hill Electrical	1	\$ 150,000				\$150,000	YES
Fire Dept-Fire Alarm System	2	\$ 31,000	\$ 31,000				YES
DPW-Page School Repairs	3	\$100,000			\$100,000		YES
Fire Dept-New Firefighters Gear	4	\$ 115,000	\$ 115,000				YES

Respectfully Submitted,

Dave Archibald, Brad Beaudoin, Julia Boria, Lenny Mirra, Judy Mizner

Richard Preble-Chairman

ANNUAL REPORT OF THE BOARD OF ASSESSORS FISCAL YEAR 2018

The Board of Assessors respectfully submits the following report to the Board of Selectmen. In FY 2018 all values were updated based on Calendar year 2016 sales, condition of the property as of June 30, 2017, and Assessment date of January 1, 2017. The values were approved by the Department of Revenue. The Average Assessed Value for FY 2017 was \$539,137 with an average tax bill of \$7,848.83. The tax rate was certified at \$14.56 per thousand. The Community Preservation Act remained three percent for FY 2018. The Assessor's office is the primary generator of West Newbury's revenues. The Assessor's office does a Mass Appraisal Approach to properties using a full and fair cash value.

VALUATION

Real Estate	870,251,908.00
Personal Property	14,808,020.00
Total Taxable Value for FY 2017	894,497,761.00
Total Exempt Property Value	67,166,600.00

MOTOR VEHICLE EXCISE TAX

Motor Vehicle Excise Tax 2017	80,045.27
Motor Vehicle Tax 2018	696,722.07
Boat Excise Tax 2018	<u>2,300.00</u>
Total Excise Tax for 2018	779,167.34

APPROPRIATIONS AND ASSESSMENTS

Town Appropriation	17,200,154.73
State and County Appropriations	74,255.00
Overlay	135,165.60
Other amounts to be Raised	<u>7,659.00</u>
Total Amounts to be Raised	17,417,234.33

ESTIMATED RECEIPTS

Cherry Sheet Estimated Receipts	377,379.00
Local Estimated Receipts	2,497,809.20
Free Cash	1,278,067.00
Other Available Funds	<u>126,091.73</u>
Total Estimated Receipts and Available Funds	4,393,346.93

TAXES FOR COUNTY, STATE, AND TOWN

On Real Property	12,808,282.63
On Personal Property	215,604.77
Total	13,023,887.40

NUMBER OF PARCELS

On Taxable Real Property	1872
On Personal Property	26
On Exempt Property	159

ANNUAL REPORT OF THE BOARD OF REGISTRARS

(For Fiscal Year 2018: July 1, 2017 through June 30, 2018)

To The Honorable Board of Selectmen:

The following data was compiled from the VRIS resident census information as of July 1, 2018:

Number of Registered Voters:

Democrats:	764
Republicans:	575
Unenrolled:	1980
United Independent	25
Other:	25
TOTAL:	3369

The following Town Meetings and Elections were held during Fiscal Year 2018. Unless otherwise indicated Town Meetings were concluded in one session. The Board of Registrars attended each Town Meeting session for voter check-in and conducted voter registration sessions prior to each Town Meeting and Election. The Registrars certified signatures on absentee ballot applications and nomination papers.

Fall Special Town Meeting	October 23, 2017
Special Town Meeting	April 30, 2018
Annual Town Meeting	April 30, 2018
Annual Town Election	May 7, 2018

Respectfully submitted,

Rosamond Veator, Chair
Elise Henrichs
Margaret J. Duchemin

Michael P. McCarron, Clerk

FY 2018 ANNUAL REPORT OF THE G.A.R. MEMORIAL LIBRARY

Visit the Library online at www.westnewburylibrary.org

Facebook: www.facebook.com/GARMemorialLibrary

Twitter: twitter.com/wnewburylibrary

Winter Library Hours: Monday – Thursday 10:00-8:00, Friday 10:00-5:00, Saturday 9:00-1:00

Summer Library Hours: Monday – Thursday 9:00-8:00, Friday 9:00-5:00, Closed Saturdays

To the Honorable Board of Selectmen:

We include reports from the Library Director, the Children's Librarian, the Teen Librarian, and the Board of Trustees.

From the Director

Fiscal Year 2018 saw a few changes. Staff members Ginny Dalrymple and Amanda Levy left in October 2017. New staff members Esme Flynn (Senior Library Assistant) and Rachel Huntington (Teen Services) joined us. Staff received Safety Training from the West Newbury Police Department, experiencing what an active shooter situation might be.

Programs: 29 Programs were held for adults with a total attendance of 440. Some of the highlights were John Cole the House Whisperer, The Book as Object, Tiny Houses, 2 Adult Cooking Lock-ins, and a new book club delving into the genre of the mystery. The most amazing program was on August 21 to view the solar eclipse day. On that day alone our patron counter numbered 629 at the end of the day!

Statistical Snapshot:

Library Collection: 84,193 (inclusive of ebooks, audiobooks, and videos)

Total Circulation: 77,143 (Non-resident circulation was 17,869)

The State Incentive Grant: \$7,281.00

Number of Borrowers: 3,635

Visitors: 46,028 patrons visited the library

Acknowledgements:

I want to thank the following for all the support they continue to give in so many ways:

- The Friends of the West Newbury Library and the Board of Library Trustees
- Building and Grounds, especially Gary Bill and Brian Richard for all of their work
- The Community of West Newbury for their continued support
- The library staff – they are the best!

Respectfully submitted,
Susan C. Babb, Library Director

From the Children's Librarian

This year's summer reading theme was "Build a Better World". We embraced that and collected items for the West Newbury pantry. People responded and were happy to donate to such a good cause.

The obstacle course started the Summer Reading programs. We hosted a variety of shows on Wednesday evenings so working parents could come. Kids were entertained by an animal, puppet, and minecraft programs just to name a few. 132 children registered and read 1,634 hours. Story hours, coding, 3 Doodler Start and crafts completed our busy summer.

Summer, Fall, Winter and Spring Family Storytimes, Babytimes and Toddlertimes were enjoyed by a variety of children and their caregivers. The average attendance was 15. Stories, finger plays, songs, games and crafts make for a very busy time.

The Children's Room hosted 156 programs with 2,931 attendees. I still run the monthly Family Lego programs as well as Coding and 3 Doodler Start. During the year we host many programs. Magic shows, owls, reptiles and origami were some of most popular. Many thanks to the Friends of the West Newbury Library for their support, we couldn't do programs without you.

The library is always trying outreach programs to schools and other organizations such as Girl Scouts. As always, I thank Mr. Gray, Pam Atwood and all the wonderful teachers at Page School. They are the best Page in the book.

Respectfully submitted,

Katharine (Kate) Gove, Children's Librarian

From the Teen Librarian

FY18 was a year of change. The Teens and Tweens grant ended on September 30, 2017. Yogibos and mobile tables offer a welcoming space for teens to meet friends, do homework, or just hang out at the Library.

32 programs were offered with a total attendance of 133. Highlights were the Harry Potter Lock-in and a Girls Who Code.

Respectfully Submitted,
Susan Babb, for Teen Services

From the Board of G.A.R. Library Trustees

FY18 Financial Report

Invested Funds

Starting Balance as of 07/01/2017	992,071.66
Dividends, Interest	18,016.21
Net Change in Portfolio including withdrawals	-34,654.75
Ending Balance as of 06/30/2018	\$ 975,433.12

Money Market Account

Starting Balance as of 07/01/2017	14,864.99
Deposits, Interest	2,763.49
Withdrawals	0
Ending Balance as of 06/30/2018	\$ 17,628.48

Gifts, Bequests, Other Donations

Anne Gibson	1,000
Dewey Family	300
Newburyport Five Cents Savings Bank	1,000
West Newbury Riding and Driving Club	150
Lyle Lieder (George Brown Memorial)	35
Sandra Brown (George Brown Memorial)	25
Karen Holmes	200
Beard Books Royalties	12
Total	\$ 2,722.00

Respectfully submitted,
Marcia Sellos-Moura, Chair

ANNUAL REPORT
ZONING BOARD OF APPEALS
July 1, 2017 – June 30, 2018

To the Honorable Board of Selectman:

The ZBA held one hearing on a petition resulting in the applicant withdrawing the application without prejudice.

The summaries of results are:

Petitions granted	0
Petitions denied	0
Petitions withdrawn	1
Petitions dismissed	0
C.40B applications	0

Respectfully submitted,

Paul Kelly
Chair, ZBA

July 11, 2018

PLANNING BOARD

FY18: During Fiscal Year 2018, the Planning Board held 23 Regular Meetings. The Planning Board worked with its personnel and conducted the following activities:

Development of Daley Property at 365 Main Street: Significant time was spent reviewing Drakes Landing, an Open Space Preservation Development (OSPD) proposed by Cottage Advisors LLC at 365 Main Street, during the first half of the fiscal year. The review included: Conducting Site Plan Review; Joint Hearings with the Conservation Commission and the Selectmen on common issues; Endorsement of Subdivision Approval Not Required Plan for land swap with abutting property. The project received final approval in January. Final document execution, pre-construction arrangements and project inspections occurred during the second half of the Fiscal Year. The Board also reviewed 3 requests for modifications to the Special Permit/Site Plan and several field changes.

Other Special Permits, Site Plans, Plan Modifications, Subdivision Approval Not Required (ANR) Plans and Pre-Application Conferences: 151-153 Middle Street, Special Permit for a Common Driveway; Follinsbee Lane, Modification of buffer to open space; Site Plan Approval and a minor modification for new Water Tower at Brake Hill; and ANRs for properties at Archelaus Hill Road, 58 Dole Place, 35 Prospect Street, 365 Main Street and Middle Street. A Pre-Application Conference was held with the Water Department for a new pump station to support the new Bedrock Well on Main Street.

Project Administration and Oversight: Activities were conducted related to the following recently permitted projects: Follinsbee Lane, Cottages at River Hill & 720 Main Street – facilitated final project inspections and close-out; Sullivans Court Extension Definitive Subdivision Plan – Oversaw project inspections conducted by Board’s professional engineer; Responded to questions and issues pertaining to older projects.

Zoning Amendments & Review of Planning Board Regulations, Policies and the 2004 Community Development Plan: Engaged in informal discussions regarding recommendations of the 2004 Community Development Plan, and with two proponents of amendments to the Large-Scale Ground-Mounted Solar Photovoltaic Overlay District Bylaw (LGSPI). Researched and discussed amendments to the Zoning Bylaw involving Open Space Preservation Development, Inclusionary Housing and LGSPI. Amended the Planning Board’s Rules and Regulations; Continued to update the Board’s permit tracking policies and checklists; Conducted hearings and provided reports to Town Meeting pursuant to G.L. 40A on amendments to the Zoning Bylaw (Temporary Moratorium on Recreational Marijuana, Water Supply Protection Overlay District, and LGSPI).

Other Planning Initiatives: Chapter Land - Made recommendations to Selectmen on Right of First Refusal for Chapter Land property on Middle Street; Economic Development – Worked with Harriman to conduct study of package treatment facility serving town center area funded by the Massachusetts Downtown Initiative Grant Program, Participation in Merrimack Valley Planning Commission (MVPC) Comprehensive Economic Development Strategy Committee; Affordable Housing – Participation in Regional Housing Plan effort with MVPC, Review and Approval of 2018-2022 West Newbury Housing Production Plan, Conducted land area analysis under G.L. Chapter 40B “Safe Harbor” statute, Added new affordable housing units to Subsidized Housing Inventory under G.L. Chapter 40B. Met with River Access Committee regarding landing at Rocks Village Bridge.

General Administration included the following activities: Assessing organizational goals and policies; Budgeting, billing and payroll; Meeting preparation and close-out; Communicating the Board's policies and regulations to residents, potential buyers, land use and construction professionals; Responding to complaints; Complying with statutory land use permitting requirements, Updating the file organization system; Regular communication with state, regional and local officials; Oversight of professional and administrative personnel; Website maintenance; General office duties.

Membership: Richard Bridges was elected to a five year term. The Board reorganized in June and John Todd Sarkis was elected as Chair for FY18. Ann Bardeen was elected to serve as Vice-Chair, and Rick Bridges was elected to serve as Clerk. The Board is very thankful to Rick Bridges for his dedication to the Board as Chair in FY17. Cindy Sauter was appointed by the Selectmen as Associate Member for a 1-year term.

Members of the Planning Board represent the Board on other town boards and committees: Ann Bardeen is the representative to the Community Preservation Committee, and Brian Murphey is the Town's Commissioner to the Merrimack Valley Planning Commission. The Board maintains memberships with the Massachusetts Association of Planning Directors, the Merrimack Valley Planning Commission, and the American Planning Association (National and Massachusetts Chapters). The Board and Personnel also attended seminars and workshops for educational and training purposes.

The Planning Board generally meets on the first and third Tuesday of each month on the second floor of the Town Office Building. The public is welcome to attend meetings.

Respectfully submitted,

West Newbury Planning Board Members

	<u>Position as of 6/30/18</u>	<u>Term Expiration</u>
Ann E. Bardeen	Vice Chair	2018
Richard Bridges	Clerk	2022
Raymond A. Cook	Member	2021
Brian R. Murphey	Member	2019
John Todd Sarkis	Chair	2020
Cindy Sauter	Associate Member	June, 2018 (appointed)
Leah Zambernardi, AICP	Town Planner	
Lori Dawidowicz	Recording Secretary	
Barbara Berkenbush	Tax Work-Off Program Assistant	

FY18 ANNUAL REPORT OF THE BOARD OF HEALTH

To the Honorable Board of Selectmen:

The Board of Health and staff remains dedicated to enforcing State and local regulations regarding wells, septic systems, camps, food, trash and recycling. During the Fiscal Year 2018, the Board of Health approved applications for 44 septic systems. Inspections for the installation of systems are done by the Health Agent ensuring compliance with Title V and West Newbury's Local Regulations. Our office issued 2 camp licenses, 12 food permits, 1 milk permit, 7 permits for a well, 30 licenses for installers and 12 haulers.

Our annual Household Hazardous Waste Collection Event was held on September 23, 2017 in conjunction with the City of Newburyport and the Town of Merrimac. Approximately 153 households participated in our event, with 57 being West Newbury households.

FY18 was the twelfth year for West Newbury as a member of the Northeast Massachusetts Mosquito Control Program which is a part of the Massachusetts Department of Agriculture. Surveillance by trapping and testing mosquitoes is the primary function of Mosquito Control. By analyzing the data collected from the traps, the Town is informed of possible EEE (Eastern Equine Encephalitis) and West Nile Virus, and therefore can act preemptively to protect the public health. There were no human cases for either EEE or West Nile in FY18.

We continue to monitor and maintain the Town's closed landfill located at the corner of Middle Street & Georgetown Road. Wells are sampled yearly to provide data on early detection of any leachates that could impact the surrounding aquifer.

The Board of Health offers special recycling programs for compact fluorescent light (CFL) bulbs, button batteries, mercury thermometers, thermostats, cellular telephones, rechargeable batteries as well as "medical sharps", books and a textiles recycling program. These items can be dropped off at the Health Department in the during office hours. Our medical sharps collection is a program with the purpose of collecting medical needles and lancets which provides safe storage containers for our residents. Sharps containers can be purchased for a fee at the Town Office Building in the Health Department office, and the drop off disposal program is free.

RECEIPTS:

Licenses	7,680.00
Miscellaneous	35.00
Perc Test	5,550.00
Septic Plans Review	8,200.00
Recycling	<u>1,387.34</u>
Wells	
Total	\$22,852.34

Respectfully Submitted:

Robert Janes, Chairman

Blake Seale, Member

Kimberly Cole, Member

ANNUAL REPORT OF THE WATER DEPARTMENT

To the Honorable Board of Selectmen:

In accordance with the provisions of Chapter 14, Section 49, of the General Laws of the Commonwealth of Massachusetts, the Board of Water Commissioners herewith submits a report of activities of the Water Department for the Fiscal Year ending June 30, 2018.

Installations:	1,049
Dwellings in Town: (per Assessors)	1,619
% on Town Water:	64%
Town Population: (per Town Clerk)	4,371
Gallons Billed:	51,885,234
Average residential daily usage:	47 gpd/person
Hydrants/Valves:	203/199
Street Valves:	137
Feet of Main:	147,840

As of November 1, 2018, the Water Department is in the process of receiving General Bids for the construction of the new Meter and Chemical Injection Building located at the existing well field.

The work for this project generally consists of the construction of a new concrete masonry block building housing chemical feed equipment, a variable frequency drive, heating and ventilation equipment, and instrumentation for the existing bedrock well. The work also includes furnishing and installing a submersible well pump with pitless adaptor on the existing bedrock well. Other work shall include the relocation of chemical feed injection nozzles from the existing below grade vault to the new building, modifications to the existing telemetry system to include the bedrock well and approximately 150 linear feet of 4-inch diameter ductile iron water main from the new building to the existing building. Construction is planned to begin in the spring of 2019.

On October 19, 2018 the Water Department received approval from the Massachusetts Department of Environmental Protection to construct a new 400-thousand-gallon elevated spheroid water tank to replace the existing Brake Hill Tank. The new tank will be built approximately 150 feet to 200 feet from the existing tank. The project is located in a wooded area with open areas around the tank and access road. During construction, the contractor will enter the site from Hilltop Circle.

Site improvements include a new access road, utility improvements, and a perimeter fence around the tank. The new gravel access road will connect the construction site to Hilltop Circle. New utilities include a proposed electric and communications underground duct bank. The underground duct bank will run parallel to the proposed gravel access road.

The new tank will be connected to the existing water distribution system by a new 12-inch ductile iron water main and a hydrant will be installed in that area.

Construction is anticipated to start in the spring of 2019.

During Fiscal Year 2015 the Department negotiated with the Society of Saint John's Evangelist (SSJE) to secure additional land for the well head protection zone for the new bedrock well located at the existing Wellfield #1. This resulted in an amendment to the 1985 easement agreement for the land at Wellfield #1 located at 999 Main Street which was given as a gift by the SSJE to the Town of West Newbury. In Fiscal year 2018 the Department pumped 46,107,000 gallons of water from Wellfield #1 at a value of \$342,575.00 in savings if purchased from the City of Newburyport.

COMMITMENTS TO WATER FUND (CHARGES TO USERS)

TWELVE-MONTH PERIOD JULY 1, 2017 TO JUNE 30, 2018

Water Usage (regular bills):

October 2017	\$ 379,806.17	
April 2018	<u>335,341.13</u>	<u>715,147.30</u>

Water Usage (special bills):

Addl. Water & Municipal Liens	10,644.66	
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Services:

Unscheduled Reading Fee	1,620.00	
Tapping Fee	0.00	

Materials:

New Meters	950.40	
Other	2,089.70	

<u>Fire Protection Charge</u>	<u>68,720.00</u>	<u>84,024.76</u>
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<u>TOTAL COMMITMENTS FISCAL YEAR 2018</u>		<u>799,172.06</u>
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Additional Revenue:

Misc. Revenue (backflow, red cards, etc.)	2,277.26	
Systems Development Charge	3,000.00	<u>5,277.26</u>

<u>TOTAL ESTIMATED REVENUE F/Y 2018</u>		<u>\$ 804,449.32</u>
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OPERATING ACCOUNT EXPENDITURES
TWELVE-MONTH PERIOD JULY 1, 2017 TO JUNE 30, 2018

Operating Expenses:

Facilities Cost	\$34,851.84	
Office Expense	5,212.24	
Retirement Expense (Includes: Essex County Retirement & Post Retirement Benefits)	39,000.00	
Outside Services/Training	7,543.63	
Computer Expense	20,431.92	
Vehicle/Equipment Expense	5,369.40	
Materials/Supplies/Outside Contractors	56,791.74	
Water Purchase-City of Newburyport	182,436.45	
Safe Water Drinking Assessment	523.97	
Legal Expenses	0.00	
Dues & Membership	2,232.00	
Mileage Reimbursement	1,252.80	
		<u>355,645.99</u>

Salary/Wages: 182,238.83

Insurances: 28,146.26

Debt Service: 15,036.18

Indirect Costs: 49,519.00

TOTAL EXPENDITURES F/Y 2018 **\$630,586.26**

BOARD OF WATER COMMISSIONERS

Robert Janes, Chairman Larry Corcoran Richard Cushing

Michael E. Gootée, Manager/Superintendent
Mark Marlowe, Experienced Operator
Jodi Bertrand, Administrative Assistant



WEST NEWBURY POLICE

DEPARTMENT

401 Main Street, West Newbury, MA 01985

Phone 978-363-1213

Fax 978-363-1114

Art Reed, Police Chief
chief@westnewburysafety.org

ANNUAL REPORT OF THE WEST NEWBURY POLICE DEPARTMENT

To the residents of West Newbury:

This past year has been a very busy year for your police department. I am proud to say that we have a low crime rate. As residents, you should be proud of the fine hard working men and women who are police officers who make this possible.

Your police department continues to work closely with all three schools in Town to provide a safe campus for students, staff and visiting family members. This year I assigned Officer Mike Dwyer as the departments' new School Resource Officer (SRO). He is no doubt the best person for the job. He grew up here in town and went to Pentucket and knows just about everyone. He is a hard worker and will have no problem working closely with the school officials.

Probably the most successful community policing program we did this year was the annual "National Night Out" held this year on August 2nd. This past year we again made the event a tri-town event to include Merrimac and Groveland. We also included the State Police, US Coast Guard, area fire departments and others which I believe made the event even more popular. With many thanks to my Administrative Assistant Sue Curry who does a great deal of the behind the scenes planning and organizing. I would also like to thank SRO Dwyer for also stepping up to the plate this year to help Sue. I also want to thank the West Newbury Fire members for their help in set up and the cooking of the food. Many thanks to all the sponsors who financially help each year which allows us to provide free food and activities for the children. Special thanks to Selectmen Joe Anderson who came out on the very hot and humid night to help us.

Our "Good Morning West Newbury Program" is now in its third year of assisting our senior residents. The program has been well received by our seniors. They have the ability to sign up with the police department free of charge so we can check on them at least once per day to make sure they are safe. The program is still moving forward and working. I encourage you if you know of a senior who would benefit from the program please let us know.

Training employees has always been an important role to the survival of any police department. Over the last few years I have used the training room in the Safety Complex as a training hub for your officers and dispatchers as well as many surrounding departments. It has saved the town thousands of dollars in time and fees. I will continue this program into the coming year to bring better training and to save money.

The department continues to offer our prescription drug drop off box located in the lobby of the Complex. The box is available to you 24 hours a day to drop off any of your unwanted pills that need to be destroyed. Anyone who needs to get rid of liquid medications or syringes please see the Town's Health Department.

I would like to thank Sergeant Dan Cena for all of the hard work over the last three years with our state recertification process and most recently with our Accreditation. We have joined the ranks of only 81 other agencies in the entire state. There are over 351 police departments in Massachusetts so this a huge honor for your department. Because of his hard work he was awarded the department's first Meritorious Service Award for his hard work.

Other officers awarded this year were: Life Saving Award, Kyle Roy, Mike Dwyer and Mark Brewer who saved two different people from dying. Letter of Recognition for outstanding work went to Officers Burrill and Parenteau.

In closing, I want to thank the residents for their support as well as the West Newbury Board of Selectmen, members of the Finance Committee and the School District.

Regards,

Chief Art Reed



West Newbury Public Safety Dispatch

401 Main Street, West Newbury, MA 01985
978-363-1213

Police Chief Art Reed /Director of Communications
areed@westnewburysafety.org

ANNUAL REPORT OF THE WEST NEWBURY PUBLIC SAFETY DISPATCH CENTER

To the residents of West Newbury:

The West Newbury Dispatch Center is a 24/7 operation staffed by four full time and a number of part-time professionally trained dispatchers. Like most years the Center is a very busy place and it has been no different this fiscal year. The Center is truly the life blood for the entire Town. The Center is staffed by some of the most dedicated professionals who have been trained to answer and handle virtually any type of call, from heart attacks, auto accidents, fires to helping deliver a baby.

During the course of their shift the dispatchers handle a variety of calls for police, fire, emergency management, highway and the water department. The Center works very closely with all of these departments as well as many of the other Town departments.

For over a year now we have been using the next generation of 911 into our call center with the assistance of the State. The system has shown it makes it much easier for our Center to receive emergency calls and to dispatch the correct emergency workers to your home.

The core of our Center is the full-time dispatchers. Direct oversight of the Center for the last year has been Officer Rich Parenteau who has done a great job. He has helped make many changes in the Center such as new operating procedures and a up to date training manual. Kelsey Grenham was instrumental in helping create the new training manual which the Center now uses. For her outstanding work she was awarded a Letter of Recognition. By the time you have read this Kelsey has gone on now to become a full-time police officer working alongside her father in another jurisdiction. We wish her the best! All of the full-time dispatchers have been working extra long hours to fill many of the open shifts. It has been a very difficult task finding qualified part-time personnel to hire for the odd hours and demanding calls. The only consolation is that we are not alone.

Thank you to all of the part-time dispatchers who help fill in when they can. It's difficult to give more time when most have full time jobs and families and school. But they still manage to give a little more at the end of the day.

Regards,

Art Reed
Police Chief / Communications Director



WEST NEWBURY EMERGENCY MANAGEMENT AGENCY

401 Main Street
West Newbury, MA 01985
Telephone: 978-363-1103
ema@westnewburysafety.org

To The Honorable Board of Selectmen:

The first half of the year was fairly uneventful for Emergency Management Agency this year, we escaped without destructive weather, assisted with events in Town, held our annual Radio Testing at the Apple Harvest Road Race - and then...“March rolled in like a lion...” The Town was hit was a large-scale multi day power outage. Fallen trees and branches were found through the Town. Between March 2nd and 15th residents faced three snow, ice and windstorms. Most of town was out of power for 3 days during the 2nd and 3rd week of March. The Selectmen, COA, DPW, EMA, Dispatch, Fire, Police and Water Departments all worked together to ensure roadways were cleared, and residents had a warming center where they could charge their phone and other electronic devices. EMA acted as a liaison for the Selectmen and other Town departments, with the town’s electricity provider, National Grid to get the power restored to the Town’s main infrastructures and residents. Selectmen utilized social media to regularly update residents on status reports provided by National Grid – providing status updates when residents could anticipate their electricity restored. More trees and branches were down than one could imagine - there was not a roadway in Town that didn’t have branches or trees on the sides of the roadway. In June, two out of the three March storms were declared federal disasters. With the declaration, the Town anticipates reimbursement of some of the monies spent during the storms on emergency protective actions and the ensuing debris removal.

The annual Seabrook Station Emergency Information Calendar is delivered through the United States Postal Service each year in mid December. It is a resource in disaster planning and evacuation. The back page of the calendar is an information card to fill out each year if you need assistance during an emergency. It is important to make any access and functional need (communication, medical, supervision, transportation, etc.) known. If you have a need that may cause you to require additional assistance in an emergency, please fill out and return the card on the back page of the calendar. If you know of someone - a family member, friend, or neighbor that may require additional assistance in an emergency - please urge him or her to complete and return the card on the back of the calendar. The card should be completed each year.

Extra copies of the Seabrook Station Radiological Emergency Response Calendar are available at the Public Safety Complex, 401 Main Street; open 24 hours a day, 7 days a week.

EMA could not accomplish its goals and objectives without volunteerism, thank you to all who have served past and present!

Respectfully submitted,

Lee Ann Delp, EMA Director

Fire Department

Board of Fire Engineers

Annual Report for Fiscal Year 2018

The West Newbury Fire Department responded to 542 calls for service during fiscal year 2018. Calls for service have increased by 4% compared to fiscal year 2017. We received mutual aid from our partner agencies 26 times in fiscal year 2018. We responded out of town 21 times to provide incident support. We are grateful for the support and professionalism we receive from the Amesbury, Byfield, Newbury, Newburyport, Groveland, Georgetown and Merrimac fire departments. Despite the increase in calls we continued to operate well within our budget for both personnel and operational expenses.

We are extremely proud to report that on March 2, 2018, firefighters Julia DeLotto and Duncan Weaver graduated from the Call/Volunteer Firefighter Training Program Class 068. Both Julia and Duncan are active members and this demonstrates their dedication to the department and to the Town of West Newbury. In June 2018 Deputy Chief Dave Evans received accreditation from the Massachusetts Fire Service Commission. This recognition demonstrates Dave's hard work, educational accomplishments and dedication to the department as a chief officer.

One focus this year was on updating health and safety equipment. At the 2018 Annual Town Meeting, voters approved funding to replace our aging personal protective fire equipment. I would like to thank the members of the West Newbury Fire Department who volunteered countless hours to research, demo and test the high-tech protective clothing available to firefighters. We came to an almost unanimous decision to purchase replacement equipment from Globe Manufacturing. This included new personal protective fire equipment for all department members. This equipment keeps our firefighters safe from the hazards we encounter during the course of emergency response.

During our Annual Fire Department meeting, Firefighter/EMT Joshua Kemper was awarded the WNFD 2018 Excellence Award. Firefighter Kemper was chosen for his professionalism, dedication and willingness to go above and beyond the call of duty during a call in October.

In April members of the department participated in an Active Attack Integrated Response course hosted by the Merrimac Police at Pentucket Regional Middle School. This was a 2-day intensive training with local police, fire and emergency medical technicians. This is one component of our ongoing training program provided to all department members.

During the months of April and May we joined forces with the 1st graders at the Dr. John C. Page Elementary School for a food drive. With a lot of help from the student, parents and the community we collected and delivered much-needed supplies to the West Newbury Food Pantry and COA Director Theresa Woodbury. This event wouldn't have been possible without the support from 1st grade teachers Krista Niles and Bridget Murray and Atlantic Ambulance Service.

During the summer we are committed to providing fire prevention and safety initiatives. One of our favorite venues is the West Newbury Summer Rec program. A special thanks to Firefighters Andrew Greenbaum, Cooper Carifio, and Duncan Weaver who regularly visited the program.

We extend a special thank you to the members of the West Newbury Emergency Management Agency, who provided rehabilitation and support throughout the year; Director Lee Delp, Retired

Chief Raymond “Rock” Dower, Retired Lieutenant David Jennell, Former Firefighter Greg Jennell, Retired Newburyport Lieutenant Fred Beaulieu.

Lastly, we want to thank the Honorable Board of Selectmen and other town boards and committees for their continued support. Our mission to provide the Town of West Newbury with the very best service would not happen without the help from the Selectmen, West Newbury Police Department, Public Safety Dispatchers, Emergency Management Agency, Department of Public Works, Building Department, Water Department, Atlantic Ambulance Service, and the community we proudly serve.

West Newbury Fire Department
Incident Analysis
7-01-2017 thru 6/30/2018

Building Fire	8
Cooking fire	2
Fuel burner	4
Trash fire	1
Passenger vehicle fire	1
Forest, woods, or wildland	1
Brush fire	1
Grass fire	1
Medical Assist	43
EMS non-motor vehicle crash	168
Motor vehicle crash non-injury	16
Motor vehicle/pedestrian crash	2
Motor vehicle crash no injuries	26
Watercraft rescue	1
Gas leak (natural gas or LPG)	11
Oil or other combustible liquid spill	1
Carbon monoxide incident	2
Electrical wiring/equipment problem	3
Breakdown of light ballast	1
Power line down	16
Arching, shorted electrical equipment	1
Building or structure weakened or collapse	1
Service call, other	1
Lock-out	2
Water evacuation	8
Water or steam leak	3
Animal rescue	2
Assist police or governmental agency	5
Public service	49
Assist invalid	18
Unauthorized burning	12
Cover assignment, standby	7
Good intent call	10
Dispatched & canceled enroute	18
No incident found on arrival at address	4
Unauthorized controlled burning	1
Smoke scare, odor of smoke	6
Smoke detector activation (malfunction)	1
Smoke detector activation, no fire –	30
unintentional	3
Detector activation, no fire – unintentional	32
Carbon monoxide detector activation – no CO	11
Severe weather or natural disaster standby	8
Total	542

TOWN OF WEST NEWBURY
ANIMAL CARE AND CONTROL OFFICER
FISCAL YEAR 2017 REPORT SUMMARY

The services provided by Animal Control Officer Scott Purdie is a regional partnership between the Town of West Newbury and the City of Newburyport. The joint position has worked well for both West Newbury and Newburyport by sharing the cost of the position. Scott has an excellent working relationship with the officers of the West Newbury Police Department. The agreement between the two Towns provides us with coverage 24 hours a day, 7 days a week and has proven very beneficial. Our Animal Control Officer can always be reached by calling your dispatch center who will then place a call to Scott to respond.

Below you will find some of the types of calls the Animal Control Officer has responded to during the last fiscal year.

Calls received	188
Complaints Received	34
ACO Responses	162
Written Warnings	17
Follow-ups	64
Education of Owners	69
Rabies Quarantined Animals	10
Rabies Quarantined Animals Released	10
Motor Vehicle Strikes	8
Monetary Citations Issued	5
Loose Dogs Reported	37
Unlicensed Dog Citations Issued	0
Dogs Licenses Checked	58
Dogs picked up	13
Cats picked up	3
Domestic Animals biting humans	4
Miscellaneous Animals picked up	14
Barn Inspections	93
Dead Animals picked up	31
Animals Sent for Rabies Testing	1
Miscellaneous Wildlife calls	18
Sick Wildlife calls	9

Respectfully Submitted,

Scott Purdie

FY- 2018
INSPECTION DEPARTMENT ANNUAL REPORT

To The Honorable Board of Selectmen:

Permits were issued for the following building activities during the 2018 Fiscal Year.

BUILDING PERMITS

9	New Single Family Homes
10	Foundations for New Single Family Houses
12	Decks & Porches
7	Other Additions
10	Outbuildings, garages, barns & sheds
62	Alterations & Renovations
7	Pools
69	Reroof, Siding or Windows
9	Demolition
13	Wood Stoves/Chimneys
4	Misc.
2	Waived Fee Permits
27	Solar Permits

TOTAL NUMBER OF PERMITS ISSUED	247
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Reported Value of New Homes	\$3,360,270.00
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Reported Value of Other Construction	\$4,705,370.00
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Reported Value of Fees Waived Permits	\$ 105,000.00
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Total Reported Value of Construction	\$8,170,640.00
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TOTAL BUILDING PERMIT FEES COLLECTED	\$85,696.00
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ELECTRICAL PERMITS

9	New Homes
185	All Other

TOTAL NUMBER OF ELECTRICAL PERMITS ISSUED 194

TOTAL ELECTRICAL PERMIT FEES COLLECTED \$21,020.00

PLUMBING AND GAS PERMITS

9	New Homes
64	Remodel & Additions
94	Gas permits fees

TOTAL NUMBER OF PLUMBING/GAS PERMITS ISSUED 167

TOTAL PLUMBING/GAS PERMIT FEES COLLECTED \$15,063.00

MECHANICAL/TRENCH/SHEET METAL

2	Mechanical
5	Trench
5	Sheet Metal

TOTAL NUMBER OF MECHANICAL/TRENCH/SHEETMETAL 12

TOTAL FEES COLLECTED \$ 988.00

Respectfully submitted,

Glenn Clohecy
Inspector of Buildings



TOWN OF WEST NEWBURY

CONSERVATION COMMISSION

381 Main Street, West Newbury, Mass. 01985

TEL: 978-363-1100 x126 FAX: 978-363-1119

Annual report of the Conservation Commission

To the Honorable Board of Selectmen:

Over the past year the Commission has continued its efforts to protect the wetlands under the Massachusetts Wetlands Protection and Rivers Protection Acts. The Commission is charged with regulating activities in or within 100 feet of a wetland resource area in order to prevent damage to these often fragile and at times irreplaceable resources. Wetlands serve many functions, including acting as a filter for cleaning our drinking water, providing flood storage, and preventing storm damage while providing wildlife habitat.

The Commission holds hearings on the 1st and 3rd Mondays of every month in connection with filings. We also hold site walks in order to check delineations for projects. If you are unsure if you need to file, you may call our agent, Jay Smith, to have him check out the site, or come to a meeting for an informal discussion.

We support the goals of the Open Space Committee, and work to try to preserve both open space and the town's remaining agricultural assets. Our goals include working with town boards to ensure the growth and development is done in ways that are consistent with environmental protection and preservation of open space for the benefit of all residents. We welcome input from all and all our meetings are open.

Respectfully Submitted,
N. Dawne Fusco, Chair

ANNUAL REPORT OF **THE DEPARTMENT OF PUBLIC WORKS**

To the Board of Selectmen:

For the Fiscal Year ending June 30, 2018, the following work was completed by the Highway and Building and Grounds Divisions.

Brush cutting, roadside mowing, catch basin cleaning, street sweeping, pruning trees, cutting dead and hazardous trees, drainage repairs and upgrades, patching pot holes, sign repair and placement, picking up rubbish and debris from roadsides, and crack sealing. The Highway Department also mowed the grass, composted, fertilized, limed and seeded the playing fields. The department plowed and sanded town roads, maintained the sidewalks and all other town property.

The Highway department paved Bridge Street, Part of Church Street, Pleasant Street and Waterside Lane with Chapter 90 State and town funds. The department also did extensive crack sealing with town funds.

The Building and Grounds Department completed these projects in addition to the routine maintenance and repairs to the town buildings and grounds:

- *Installed LED lights at the Fire Station, DPW Building and Page School.
- *Managed the repairs to Page School due to the major freeze up and water leak last winter.
- *Constructed new office for the new Town Manager.
- *Repaired and painted the outside of the 1910 Office Building.

The Department of Public works will strive to keep the roadways, Town Buildings and grounds maintained, safe and in presentable appearance in the upcoming 2019 fiscal year.

Respectfully submitted,

Gary J. Bill
D.P.W. Director

Annual Report of the Council on Aging

Many new and exciting changes are happening at the Senior Center over the past year. We have been working closely with the Community Center Committee to expand on the space that we currently have. With expansion we continue to look at new activities that might be interesting to West Newbury Residents. We welcome your feedback on this.

We celebrated our 13th Annual Spring Fling by recognizing the many volunteers that have helped keep the center running. We celebrated with a great meal as well as entertainment for those attending. Of course we couldn't end the night without overviewing the important information that we offer.

Once again our home cooked meals continue to be popular. We strive to bring you important information during these sessions. This year we were able to invite many different speakers including but not limited to Shine, Rehabs, and Scams. Our speaker lunch is offered on the last Friday of every month. And our Birthday Lunch is offered on the third Thursday of every month. Reservations are encouraged.

We continue to collaborate with other departments to bring you information and services. This past year we held a talk with the Assessors regarding Abatements that are offered, our Fire Department cooked us a home cooked meal in the spring and the fall.

These programs as well as our programs that have been going on for years have been favorites. Our trip to Foxwoods continues to be full month after month. Zumba and yoga class continues to be a hit with everyone.

Last year our SHINE program continued to be beneficial for many residents that came in during open enrollment. Appointments were often waitlisted because of the response that we had. We encourage everyone to review their health plans every year to determine if they are on the best plan for them.

Our Food Pantry became up and running in July of 2017. In preparation of the opening we were able to secure two volunteers to run the program. Since it has opened we have helped over 13 families during a time of need. Taking in over 1700lbs of food and other items and distributing over 1500lbs of food. Thank you for your continued support of this very important project.

Any one is welcome to drop in at the Center for a cup of coffee or a chat. If you have any questions in regards to services offered or what is available to you please call our Director, Theresa Woodbury at 978-363-1104 or email at coa@wnewbury.org.

Respectfully Submitted,
Theresa Woodbury,
Director

WEST NEWBURY OPEN SPACE COMMITTEE

West Newbury, Massachusetts 01985

ANNUAL REPORT 2018

To the Honorable Board of Selectmen:

The Open Space Committee (OSC) met regularly during FY 2017. This report summarizes our key accomplishments from July 1, 2017 to June 30, 2018:

- **Open Space and Recreation Plan (OSRP) Update:** The OSC continued the state-mandated process of updating West Newbury's previous OSRP dated 2009. A current OSRP is a condition for certain state grants and is intended to be a planning tool for town boards, departments, and committees. A subcommittee of the OSC met weekly to revise and update the OSRP using new mapping tools, results of the 2016 town-wide survey, and resources of other conservation agencies as well as input from other town boards, residents, and OSC members. The OSRP is expected to be complete in late 2018.
- **Collaboration on Open Space Issues:** The OSC served as a resource for and consulted with other town boards, committees, and individuals, including potential developers, on a range of issues relating to open space and trails. One of the more controversial projects that came before the OSC would have rezoned an 80-acre "priority parcel" as a solar overlay district and would have permanently conserved about 30 acres as open space. The OSC was split on the benefits of this proposal and Town Meeting defeated the rezoning.
In addition, the OSC advised the Board of Selectmen on Chapter 61 parcels. It consulted with the River Access Committee on the feasibility of providing car-top craft access to the Merrimack River at a number of locations in town. The OSC also collaborated with the Conservation Commission and Planning Board on the Drake's Landing residential development, providing advice about optimal trail locations, design, and development. Finally, members worked closely with local land trust Essex County Greenbelt (Greenbelt) on various issues relating to critical open space parcels in West Newbury. One such plan would have involved the purchase of a conservation restriction on nine acres of farmland on Main Street using CPA funds, thus preserving a piece of the town's agricultural heritage.
- **Open Space Management:** As part of creating the inventory of priority open space parcels required by the OSRP, the OSC revised its criteria for designating land for preservation. The newly revised list of valuable open space parcels is guided by the Mass Audubon MAP PR2 along with other traditional criteria used by the committee.
- **Trail System Improvements:** With the ongoing goal of creating a town-wide network of trails, the OSC continued to plan, develop, and maintain trails. Our Conservation Commission liaison and member provided invaluable assistance to help us create a Wetlands Trail Management Plan which was approved by the Conservation Commission, Board of Selectmen, and the Massachusetts Department of Environmental Protection.

In October 2017, the OSC sponsored its annual fall trail hike showcasing the former Walker Meadow, the latest addition to Greenbelt's West Newbury trail network. The meadow provides a link from the South Street Woodlots to the Indian Hill Reservation and the Atherton Trail Connector to Pike's Bridge Road.

- **Website Enhancements:** The OSC began to migrate content from its own website to West Newbury's municipal website. We believe this will create a more seamless portal to open space news and information. The new website will continue to offer maps of West Newbury trails and links to third-party open space and conservation resources as well as committee meeting minutes, schedules and agendas.

Visit:
wnewbury.org/open-space-committee



Respectfully submitted on behalf of the Committee,
Patricia P. Reeser, Chairman
November 2018

COMMUNITY PRESERVATION COMMITTEE

Annual Report

BACKGROUND

The Community Preservation Act (M.G.L. Chapter 44B, CPA) provides for communities to create a local Community Preservation Fund financed by a 3% surcharge (less the first \$100,000 of assessed value) on each property tax bill. The statute provides for certain exemptions such as for low and moderate income property owners. 10% of estimated revenues are allocated annually to each of the three CPA areas: Community Housing, Historic Preservation, and Open Space and Recreation; and 5% for Community Preservation Committee expenses. The balance is allocated to a fund entitled Undesignated Fund Balance, which may also be expended on eligible projects.

The Town of West Newbury voted to approve the provisions of the Community Preservation Act on October 17, 2005, and approved a Ballot Question to approve the Act on May 1, 2006, with a 3% surcharge.

Under the statute, there is a state match which comes from fees assessed on Registry of Deeds transactions, which is annually distributed to CPA communities.

The Community Preservation Committee must determine if a submitted project is eligible, approve it for funding, and then a project is voted on at Town Meeting. For more information, see the CPC webpage at www.wnewbury.org.

SUMMARY OF FUNDS

Revenues collected for Fiscal Year 2018 are as follows:

Receipts from Surcharge:	\$307,465.00
Tax Liens Redeemed:	301.00

Earnings on Investments:	\$12,512.00
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SUBTOTAL	\$322,028.00
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(Source: 2018 Revenue Statement, prepared by the Town Accountant)

State Match:	\$102,706.00 (Based on FY 2017 CPA Revenues, but Received in FY 2018. The State Match was 34.4% of Surcharge Funds received in FY 2017.)
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TOTAL	\$422,984.00
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The Available Balance in the CPC Account as of June 30, 2018 is:

Fund Balance Reserved for Community Housing:	\$199,815
Fund Balance Reserved for Historic Resources:	138,392

Fund Balance Reserved for Open Space and Recreation:	342,144
Fund Balance Reserved as Undesignated:	1,674,625
TOTAL Available Fund Balances	\$2,354,976

(Source: Form CP2, prepared by the Town Accountant and filed with the Department of Revenue)

CPA PROJECTS

During Fiscal Year 2018, the CPC approved and recommended to Town Meeting a project for an Emergency Generator at the Page School, under the Historic Preservation category. That project is now underway.

The CPC also reviewed Applications and approved funds in the Open Space and Recreation Category for the purchase of a Conservation Restriction at Brown Spring Farm, 866 Main Street. The article was later withdrawn from the Town Meeting Warrant.

The Open Space Committee filed an Application for expenditure of Administrative Funds in late June, 2018 to assist in completing the Open Space and Recreation Plan. There was not enough time to execute a contract before fiscal year-end.

ADMINISTRATION

Raymond Cook replaced Ann Bardeen as CPC rep from the Planning Board. The CPC is grateful to Ann Bardeen for her dedication as a member of the CPC. Mary Harada of the Housing Authority was appointed to another three year term, and Joe Anderson was appointed to another one year term as representative from the Board of Selectmen.

The Community Preservation Committee Bylaw, Section XXXIV, was amended at Town Meeting to reflect the new Town Manager position. The amended Bylaw has been approved by the Attorney General, and is now in effect.

The CPC works on an ongoing basis to update the Community Preservation Plan dated May, 2016, which is posted on the Town website. The plan contains information on all aspects of the CPA in West Newbury. Procedures and conditions for recipients of CPA funds have been drafted and implemented, and have been found to be helpful. In September, 2017, the CPC amended the Guidelines to add Time and Cost Estimates Requirements, in order to provide more detail on information required on Applications.

The CPC meets on the third Thursday of each month. The public is welcome to attend the meetings. The Committee urges interested people or groups to attend a meeting to discuss a potential project. Please contact Jean Nelson, Administrator, if you have questions, projects to discuss, or wish to be scheduled on the Agenda.

Members as of June 30, 2018:

Joseph Anderson, Board of Selectmen
William Bachrach, Park and Recreation Commission
Raymond A. Cook, Planning Board

Mary Harada, Housing Authority
Robert Janes, Historical Commission
Judith Mizner, Conservation Commission
Sherry Pruyn, At-Large Member
Andrew Gould, Ex Officio Member

**FY'18 ANNUAL REPORT OF THE
BOARD OF PARKS AND RECREATION COMMISSION**

We spent most of this past year developing the Dunn property project; this project had its beginning from the sale of the Daley property to a developer; with the loss of this potential site for our needed additional athletic field, we then focused our attention on the Dunn property.

We were encouraged by the many people who were opposed to buying the Daley property when we as a town had so much town land to use; the decision that we had to make was to decide on a plan simply for an all-purpose athletic field and parking, or to add other facilities in the plan; we chose 'other facilities' and that will be presented to the town meeting in the fall.

As usual, many thanks to Gary Bill and the DPW staff for their contributions to our programs, especially whenever a need arises; and the same to the many volunteers of the West Newbury Youth League who coach and assist in so many ways.

Respectfully,

Bill Bachrach

Jack Foley

Tom Flaherty, Chair

Report from the West Newbury Energy Advisory Committee, November 1, 2018

In the past year, a primary focus of the West Newbury Energy Advisory Committee (WNEAC) has been to evaluate the feasibility of creating a microgrid to provide emergency power to the municipal campus area of Town. This area would include the Town Office Building, senior housing, the Public Safety Complex, and the Annex building. The Annex building is under consideration to serve as an emergency shelter during extreme weather events or prolonged power outages. The WNEAC assisted the Town in securing a grant for this feasibility study from the Massachusetts Department of Energy Resources and this past summer hiring a consulting firm, Advisian, to do the evaluation. The WNEAC anticipates having the results of the study in November 2018, at which point the Town can determine whether it wishes to proceed with implementing the development of the microgrid and possibly securing additional grant funding for the work. This project has the potential to complement the efforts of the Community Center Committee, which is also looking to invest in the Annex facilities to increase their functionality for hosting different community organizations.

Other ongoing work of the WNEAC during this past year included assisting the Town in updating the energy use and efficiency information (MassEnergyInsights) that is required to maintain the Town's option to apply for grants under the Green Communities program (West Newbury became a Green Community in 2013).

Annual Report of the Community Center Committee West Newbury, Mass.

To the Honorable Board of Selectmen,

On behalf of the Community Center Committee (CCC), I am pleased to provide a report of our annual progress.

Toward the beginning of FY18, the Board of Selectmen gave the CCC approval to pursue its plan to repurpose The Annex at 381 Main Street, and utilize it for an intergenerational community center.

The Selectmen raised the issue of whether The Annex's septic system was in shape for the increased flow that a more frequently used Annex would yield. As a result, West Newbury's Health Agent drafted a report. Highlights from the report include:

“The town could possibly modify the interior layout of the Annex without having a negative impact on the septic system.”

“The plumbing system in the Annex should be inspected to verify the conditions of the existing piping and ease of accessibility. The plumbing system in the Annex has had frequent problems with plugging up and its causes should be further evaluated.”

“The current septic system is 53+ years old and could fail at any time. The Town needs to be aware of this and add the replacement of the septic system to its overall master plan.”

The CCC also began looking at a variety of potential funding sources for the project. To date, the committee has identified 10 - 12 potential sources, most of which would need to be gifts, rather than grants. For this reason, the committee determined that funding for the construction would need to come from the town, but we could seek external funding for specific amenities that would improve the interior.

In the Spring, the CCC invited a structural engineer to its meeting. This individual stated that the committee must have a structural engineer, other than himself, evaluate The Annex. The committee submitted an article for a structural engineer for Annual Town Meeting in Spring 2018. Soon after submission, the committee discovered that this individual told the CCC what he assumed we wanted to hear. The CCC promptly withdrew its article request. (Note: The CCC would submit a request for architect funds for the Special Town Meeting in FY19.)

In FY18, the CCC spent considerable time collecting data to inform its process and scope of work. Among these data were: Projected town demographics (i.e., age) and updating The Annex Usage document so all groups could be considered. The Committee also began receiving quarterly data reports on services provided by the Council on Aging and Senior Center. Currently, there is no other mechanism to report or record the variety of services that the Senior Center provides, particularly the myriad social services for non-elder residents, such as children and families. These intergenerational services comprise a large portion of Senior Center services and need to be part of the larger plan for an intergenerational community center.

The public is welcome to attend the CCC's monthly meetings, posted in the Town Calendar.

Respectfully submitted,

Vanessa H. Graham
Chair



West Newbury Bicentennial Committee

Annual Report Fiscal Year 2018

To the Honorable Board of Selectmen:

The West Newbury Bicentennial Committee (WNBC) had contacted various town boards, committees, and other groups to both inform them of the planned celebration of the bicentennial in 2019 and to solicit their participation. We have subsequently met with representatives of the Pentucket Arts Association, the West Newbury Historical Society, the West Newbury Garden Club, the West Newbury Riding and Driving Club, the Mill Pond Committee, the GAR Memorial Library and the West Newbury Historical Commission to discuss their plans and to find ways to work with them to publicize and promote their activities. The West Newbury Police and Fire Departments have volunteered to play an active role in the celebration. We will include both the events sponsored by the WNBC and those sponsored by other groups in our commemorative booklet.

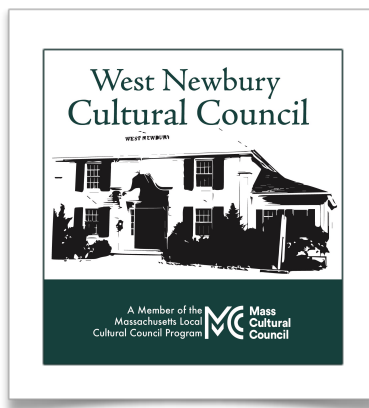
A preliminary budget was prepared and presented to the Finance Committee and the Board of Selectmen in support of our request for a \$140,000 appropriation at the 2018 Annual Town Meeting. The appropriation was approved by the voters. Rep. Lenny Mirra and Senator Bruce Tarr also procured a gift of \$25,000 from the Commonwealth of Massachusetts in support of the bicentennial activities. The committee will also seek financial sponsors from the community to help defray the cost of the celebration and have memorial items available for sale.

A mail survey of the town was conducted to assist us in planning the celebration. The proposed events included a pancake breakfast, a field day with picnic and fireworks, and old-fashioned barn dance, an ice cream social, a town-wide service day, a trip to a Red Sox game for West Newbury Day at Fenway Park, a bandstand concert and movie night, a black-tie gala, and a town-wide birthday party. In addition to these events, we will participate in an enhanced Memorial Day Parade and sponsor a West Newbury Day at Fenway Park in summer 2019 and a closing ceremony and laying of a time capsule in the Fall of 2019.

Our logo, designed and executed by local artists Jim Tingley and Debbie Niman, will be used on all communications and signage to increase awareness of the celebration. We encourage all residents to visit our page on the town website for updated information as we continue to investigate ways to optimize communication and publicity for our events.

Respectfully Submitted,

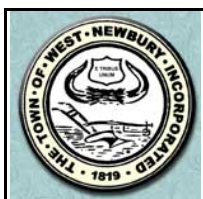
K.C. Swallow
co-chair



West Newbury Cultural Council Annual Report FY 2018

The West Newbury Cultural Council is a member of the Massachusetts Cultural Council which provides funding to towns each year that the Council distributes as small grants for events incorporating the Arts, Humanities and Interpretive Sciences. In 2018, the West Newbury Cultural Council was appropriated \$4,400 to fund grants locally and to surrounding towns. The Council added an additional \$1,350 in locally raised funds to support a total of \$5,750 in grants for Council on Aging Arts programming, a community performance by the Merrimack Valley Concert Band, help with funding for the Newburyport Literary Festival, the Newburyport Chamber and Choral Societies, a Spring Bird Walk through Mill Pond led by a naturalist from the Massachusetts Audubon Society, two library-sponsored programs integrating science and reading, a celebration of Women's History Month, and a multimedia presentation documenting historic routes which crisscross Europe, known as *El Camino de Santiago or The Way*, and many more events throughout the local area.

We appreciate emerging as well as established individuals and organizations and strive to grant funding for a diverse group of community events and surrounding area programs. We encourage all to apply. Application deadline each year is October 15.



**Mill Pond Committee
West Newbury, Massachusetts 01985**

**Report of the Mill Pond Committee
July 1, 2016 through June 30, 2017**

To the Honorable Board of Selectmen:

The Mill Pond Committee is charged with managing the varied recreational activities that take place in the Mill Pond Recreation Area while maintaining its natural, aesthetic beauty. The Mill Pond Committee is also responsible for implementing the Management Plan according to the Essex County Greenbelt Association Conservation Restriction. The Mill Pond Committee wishes to thank the many individuals and town officials who contribute to the success of maintaining the Mill Pond Recreation Area for the enjoyment of all. The Committee wishes to specifically thank:

- The West Newbury Riding and Club for the scores of pruners, weed whackers, and mowers that beat back the poison ivy, build and maintain equestrian jumps and improve the trails; and volunteers who mow the area around the riding rings and on the cross-country course weekly during the summer. The WNRDC has been continually active in developing and maintaining the equine infrastructure and entire Mill Pond Recreation trail network.
- The Boy Scouts Troop #41 for their continued assistance in helping maintain and clear trails of fallen trees.

The Mill Pond Area continues to be enjoyed by the general public for a variety of activities. Fishing, boating, hiking, dog walking and equestrian activities continue to enjoy strong support. Significant events that occurred during the past fiscal year were:

- A Thanksgiving Day charity foot race having approximately 250 participants was successfully held.

- Multiple Equestrian events were sponsored by the West Newbury Riding and Driving Club.
- Several high school cross country track events were held.
- The Mill Pond building was used for one Boy Scout, one Cub Scout, and multiple private functions.

Respectfully Submitted,

Ryan Goodwin

Ryan Goodwin, Mill Pond
Committee Chair

District Administrative Offices
22 Main Street
West Newbury, MA 01985
Telephone (978) 363-2280
Fax (978) 363-1165

Dr. Jeffrey J. Mulqueen
Superintendent of Schools

Greg Labrecque
Business Manager

The West Newbury Annual Report of the School Department activities for FY18 has been developed by the Principals of the Dr. John C. Page School, Pentucket Regional Middle School and Pentucket Regional High School on behalf of the Superintendent of Schools and the Pentucket Regional School Committee.

Andy Murphy, Chairwoman
Wayne Adams, Vice Chairman
Lisa O'Connor
Bill Buell
Joanna Blanchard
Christine Reading
Dick Hodges
Dena Trotta
Emily Dwyer

Pentucket Regional High School
Annual Report
Fiscal Year 2017-18

The 2017-2018 school year was productive at Pentucket Regional High School. Student enrollment was 749 and comprised of 176 from West Newbury, 264 from Groveland, 269 from Merrimac, and 40 school choice students. 185 students graduated in the class of 2018.

Below is a summary of activities that took place in the areas of curriculum, instruction, assessment and other areas of interest.

Teachers continued to develop their course curriculum and worked to incorporate District Determined Measures of progress in the areas of Technical Academic Knowledge, Personal Meaning and Adaptive leadership skills in all of their classes. These elements come together into high powered units of instruction where students are expected to apply what they have learned.

Pentucket High School students continue to excel on state assessments with 97% of students scoring Advanced or Proficient in MCAS ELA, 87% of students scoring Advanced or Proficient in Biology and 88% of students scoring Advanced and Proficient in Math. This year marks the final year that high school students will be assessed using the Legacy MCAS in ELA and Math. For future years high school students will be required to take and pass the Next Generation MCAS assessment.

Expanded programming throughout the year resulted in learning opportunities at unique times including a series of Saturday workshops at Mass Art in Boston, Summer Semester classes where approximately 200 students were enrolled in Visual Art, Social Studies, English and Public Safety courses. The Movement Science and Athletics Academy has partnered with Merrimack College to allow students to earn college credits when they successfully complete Anatomy and Physiology I & II through concurrent enrollment.

Once again numerous students received awards for their sportsmanship, talent and hard work through musical and artistic competitions as well as athletics.

The school district continued to progress through the MSBA building project process. High school staff and students were actively involved with the Feasibility Study portion of the building project by attending Visioning Sessions and User Group meetings to help define the guiding principles for the project design and also to help the designer better understand how staff and students use the current space and how they would interact with the potential new space as well. There are many more important steps ahead during the 2018-19 year including the Schematic Design portion of the project which will lead to a funding vote in each town.

Respectfully submitted,

Jonathan P. Seymour

Pentucket Regional Middle School Annual Report Fiscal Year 2017-2018

Demographic Information

The Pentucket Regional Middle School is located in the town of West Newbury, Massachusetts, and serves the students in grades 7 (206 students) and 8 (216 students) from West Newbury (108), Merrimac (126), and Groveland (163). The Middle School is located on the regional secondary campus and is the first regional experience students have outside their home community.

School Highlights from 2017-2018

- Early High School credit classes offered in ELA, Mathematics, Science and Innovation Schools
- Academic Schedule designed around student choice and elective courses
- Students benefit from music ensembles built into the school day
- Professional Walkthroughs continue to guide instructional design
- Grade 8 holds entire grade level completion ceremony to celebrate as one group on the new track infield
- PRMS using Twitter and Instagram to communicate school information - Twitter: @PentucketMS Instagram: @pentucket_ms

Below is a summary of activities at PRMS that took place in the areas of curriculum, instruction, assessment, and community service.

Curriculum

- Teachers use Pentucket Curriculum of technical knowledge, adaptive leadership skills, and personal meaning to accelerated student learning
- Middle school teachers participate in phase 2 of the Pentucket Curriculum Renewal process resulting in new curriculum materials chosen for 18/19 implementation: - Eureka for grade 7 math and Oakland ELA for grades 7+8 ELA.
- Accelerated Science, ELA, and Algebra offered to grade 8 students as elective classes for early high school credit
- Schedule designed with student elective and choice of courses as the priority
- Enriching extracurricular activities support student choice and ideas

Instruction

- Innovation School expansion includes the middle school with 6 academies in operation at the secondary level.
- High School Department Chairs meet with middle school departments to align a curriculum for a grade 7-12 system of instruction
- Business Seminar, Sports Medicine I and Healthy Athlete offered as Innovation School pathway courses
- Orchestra expansion to now include middle school and high school ensembles.

Assessment

- Professional staff implement District Determined Measures (DDMs) using PRSD model of essential question, skills, and outcomes.
- PRMS administered MCAS 2.0 Next Generation state assessments for ELA, Math and STE (grade 8 only) as a computer based test (CBT) for the first time.

Community Service

- Organized food and clothing drives for local community organizations
- Organized blanket and cleaning supplies drive for local animal shelters
- Supported after school seasonal activities at district elementary schools
- Organized toy drive for Holiday season
- Organized supply drive for U.S. soldiers serving overseas

Respectfully submitted,
Kenneth Kelley
Principal
PRMS

Dr. John C. Page Elementary School
Annual Report Fiscal Year 2017-2018

Demographic Information

The Dr. John C. Page Elementary School is located in the town of West Newbury, Massachusetts, and serves the students from Pre-Kindergarten to Grade 6. The Page School provides local educational services to the residents of West Newbury. The current enrollment is 337 children. The enrollment for the 2017-2018 school year was 345 students, Pre-School to Grade 6.

School Highlights

A group of Page School students received international recognition for their programming and coding work by placing first in the world-wide competition.

Page School was selected as one of eight schools for a joint endeavor with MIT to work on improved teacher professional development in the area of STEAM education.

Curriculum

The Innovation School for Engineering and Design has led to a thoughtful look at how students access and engage in meaningful project-based learning opportunities.

In Kindergarten, students strengthened the focus of the habits of collaboration, adaptive leadership skills and lifelong healthy habits by embedding team building skills and strategies as well as common vocabulary in their specials classes.

First Grade student re-engineered solutions to traditional fairy tales through by redesigning the homes of the three little pigs.

As well as creating book review videos, second grade also brainstormed improvements for the Creation Station including additional materials, and locations to store materials that have been added to our new Makers Station. Second grade designed 3D maps of West Newbury that we created in spring of 2017 for display in the STEAM festival that took place.

Third grade students studied Civil Engineering. As a culminating activity, the children designed a footbridge that solved a problem in their own yard. Next each student recreated their bridge using the 3D printer. In the spring, using their knowledge of package engineering, students redesigned an over packaged product. Lastly, they wrote business letters to the company explaining their redesigned package.

Fourth grade students studied the growth and decline of the shoe industry through the concept of reverse engineering shoe design in an attempt to create the next best shoe.

Fifth grade students used available technology within the building to redesign a more efficient compost bin as well as looking at organ use and function to help design a more effective means for transporting organs for transplant patients.

Sixth grade students used civil engineering concepts to both reconstruct historical buildings as well as incorporate period elements into mock-ups of a newly designed Pentucket High School.

Instruction

The continual building of engineering curriculum that focuses on the Engineering and Design Process and Scientific Method.

Increased focus on increasing students' adaptive leadership, personal meaning, and technical knowledge skills.

Students began to experience many of the new High Powered Units of Study with the Pentucket Curriculum that was put into place last year.

Assessment

Students participated in the MCAS 2.0 test for the second year in a row. All students took the test through an online assessment portal for the first time this past year.

5th Grade Students continue to take the MCAS test for Science and Engineering in paper and pencil format.

Community Collaboration

The West Newbury Parent teacher Organization gave Page School over \$23,000 to assist in additional resources for all students.

Our School community garden continues to flourish as we collaborate with the West Newbury grange on educating students in sustainability and innovations in agriculture. The Grange's sponsorship of grants as well

Respectfully submitted,
Dustin Gray, Principal

West Newbury Graduates:

Danielle Arsenault
Jane Atwood
Min Bachrach
Edmund Beard
Matthew Chafe
Haley Clemons
Caroline Cloutier
Madison Codair
Ethan Dore
Bryssa Dossantos
Jack Draper
Rachael Drislane
Noah Elias-Guy
Noah Fitzgerald
Julie Freitas
Emily Giampa
Connor Hileman
Fiona Hill
Hunter Huberdeau
Victoria Kelliher
Tristram Lake
William McDonough
Morgan Messina
Thomas Moura-Cook
Nicholas Murphy
Caragh O’Friel
Siobhan O’Keefe
Laurel Omasta
Ty Richard
Christopher Rosnick
Courtney Ross
Liza Russell
Graham Sampou
Derek Skala
Kane Skibbee
Isabelle Smith
Autumn West
Alexander Willis



Whittier Regional Vocational Technical High School

Alana Gilbert
Chairperson
School Committee

Maureen Lynch
Superintendent

115 Amesbury Line Road
Haverhill, MA 01830-1898
978-373-4101
Fax: 978-521-0260
www.whittiertech.org

August 10, 2018

ANNUAL OPERATIONAL REPORT

TO: The Honorable Board of Selectmen

FROM: Chip O'Connor, Whittier Representative
Maureen Lynch, Superintendent

Whittier offers 23 vocational technical career areas designed to provide the necessary training and skills for further education or work force success.

Whittier's academic program is designed to offer students the fundamental skills through its core curriculum in English, Math, Science and Technology, Social Studies, World Languages, Physical Education/Health, and Elective subjects. Courses are aligned with the Massachusetts Curriculum Frameworks in order to achieve success on the MCAS.

Courses are offered in a sequential format and are integrated with the vocational-technical areas, wherever practicable and mutually beneficial. All academic courses offer advanced sections for students who desire to further their education. We offer honors courses in English, science, and math to lead toward advanced placement courses. Moreover, a Tech Prep program is offered to eleventh and twelfth grade students which parallels the College Prep program and provides students with the opportunity to earn college credit and/or advanced college placement.

Since all programs are open to both females and males, we encourage our students to explore and to specialize in non-stereotyped, non-traditional vocational-technical areas and to strive for the maximum realization of their goals and potential.

Whittier Regional Vocational Technical High School is entering its forty fifth year. To date we have graduated 11,567 students from the day school.

The enrollment for the Evening School from West Newbury: 15

Honorable Board of Selectmen
August 10, 2018
Page 2

The October 1, 2017 Day School Enrollment:

	Boys	Girls
Grade 9	0	0
Grade 10	5	2
Grade 11	3	2
Grade 12	4	1

Total – 17

2018 Graduates – 5

The cost to West Newbury for the school year 2017-2018 was \$381,562. 00.

Respectfully yours,



Chip O'Connor
West Newbury Representative



Maureen Lynch
Superintendent

ML/lr

TELEPHONE NUMBERS and OFFICE HOURS

PUBLIC SAFETY

Emergency:Dial 911

Police Department _____ (978) 363-1213
Fax for Police Dept. _____ 363-1114
Fire Department _____ 363-1111
Emergency Management Agency _____ 363-1103
Animal Control Officer (dial Dispatch) _____ 363-1213
Public Safety Dispatch _____ 363-1213

TOWN OFFICES

Board of Selectmen's Office _____ (978) 363-1100, Ext. 115
(Monday – Thursday, 8:00 a.m. - 4:30 p.m.; Fri. 8:00 a.m. – noon)
Town Clerk/Town Counsel _____ 363-1100, Ext. 110
(Monday - Thursday: 8:00 a.m. - 4:30 p.m.; Fri. 8:00 a.m. – noon)
Finance Office
(Monday - Thursday, 8:00 a.m.-4:30 p.m.; Fri. 8:00 a.m. - noon)
Town Manager _____ 363-1100, Ext. 111
Residents Administrator _____ 363-1100, Ext. 113
Treasurer-Collector _____ 363-1100, Ext. 114
Town Accountant _____ 363-1100, Ext. 112
Fax for Town Offices on First Floor _____ 978-363-1826 Fax
Chief Assessor _____ 363-1100, Ext. 116
Assessors Office, Clerk _____ 363-1100, Ext. 117
(Monday – Thursday: (8:00 a.m.-4:30 p.m.; Friday, 8:00 a.m. - noon)
Board of Health Agent _____ 363-1100, Ext. 119
Board of Health, Administrative Assistant _____ 363-1100, Ext. 118
(Monday – Wednesday: 7:00 a.m. – 1:00 p.m.; Thursday 7 a.m. to 11:30 a.m.)
DPW Director _____ 363-1100, Ext. 120
Buildings and Grounds Foreman _____ 363-1000, Ext. 129
Water Dept. Superintendent _____ 363-1100, Ext. 128
Water Dept. Administrative Assistant _____ 363-1100, Ext. 127
(Monday – Thursday: 8:30am – 2:30pm)
Building Inspector _____ 363-1100, Ext. 122
(Building Inspector hours: Monday & Wednesday: 8am-12pm)
(Plumbing/Gas, Electrical Inspectors: Monday & Wednesday 7am-8am)
Building Inspector's Administrative Assistant _____ 363-1100, Ext. 122
(Monday – Thursday: 7:00am – 12pm)
Planning Board/Planning Board Administrator _____ 363-1100, Ext. 125
(Monday, Tuesday and Thursday: 9:30am – 2:30pm)
Conservation Commission Agent _____ 363-1100, Ext. 126
(Monday and Wednesday: 8:30am – 10:30am)
Fax for Town Offices on Second Floor _____ 978-363-1119 Fax
G.A.R. Memorial Library _____ 363-1105 (Fax) 363-1116
Council on Aging, **Senior Drop-in Center** __ Office 363-1104 or Meal site: 363-5413
(Monday – Thursday 8am – 4pm, Friday 8am to 12pm)

PENTUCKET REGIONAL SCHOOL DEPARTMENT

Superintendent's Office (Superintendent Dr. Justin Bartholomew) (978) 363-2280
Business Manager's Office (Greg Labrecque) (978) 363-5104
Dr. John C. Page School (Principal Dustin Gray) (978) 363-2672
Pentucket Regional Middle School (Principal Kenneth Kelley) (978) 363-2957
Pentucket Regional High School (Principal Jonathan Seymour) (978) 363-5507

WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

Superintendent's Office (978) 373-4101

COMMUNITY SERVICES

Veterans' Service Officer (978) 356-3915
Housing Authority Office (978) 465-7216 x14
WN Riding & Driving Club, President Kathy Feehery (978) 367-8155

Town Office e-mail addresses

Town Manager	townmanager@wnewbury.org
Board of Selectmen	selectmen@wnewbury.org
Town Clerk/Town Counsel	mmccarron@wnewbury.org
Assistant Town Clerk	assistantclerk@wnewbury.org
Residents Administrator	residents.admin@wnewbury.org
Treasurer-Collector	syames@wnewbury.org
Town Accountant	lzywiak@wnewbury.org
Chief Assessor	chief.assessor@wnewbury.org
Assessors' Clerk	asst.assessor@wnewbury.org
Health Agent	psevigny@wnewbury.org
Board of Health, Admin. Assist.	jkrafton@wnewbury.org
DPW Director	dpwdirector@wnewbury.org
Buildings and Grounds	brichard@wnewbury.org
Foreman Building Inspector	gclohecy@wnewbury.org
Bldg. Inspectors' Admin Assist.	inspection.admin@wnewbury.org
Water Dept. Superintendent	mgootee@wnewbury.org
Water Dept. Admin. Assist.	wnwater@wnewbury.org
Conservation Commission Agent	jsmith@wnewbury.org
Town Planner	lzambernardi@wnewbury.org
Community Preservation Comm.	cpc@wnewbury.org
GAR Memorial Library, Director	sbabb@westnewburylibrary.org
Council on Aging	coa@wnewbury.org

Official Town Website: www.wnewbury.org

Visit the G.A.R. Memorial Library: www.westnewburylibrary.org

West Newbury Cemetery Information*

Rural Cemetery (Chase St.)	Rick Thurlow (978) 363-2009
Walnut Hill (Bachelor St.)	Rick Thurlow (978) 363-2009
Bridge Street Cemetery	Rick Marchand (978) 363-5784
Merrimack Cemetery (Pleasant St.)	Rick Davies (978) 462-4879

* **All Cemeteries in West Newbury are privately owned and maintained.**



1910 TOWN OFFICE BUILDING
381 MAIN ST.
WEST NEWBURY
MA 01985

Monday, Tuesday, Wednesday and Thursday
8:00 am to 4:30 pm
Friday 8:00 am to 12:00 noon

West Newbury with a population of over 4,200 residents is located approximately 40 miles north of Boston, in Essex County. West Newbury is a delightful community characterized by rolling hills with broad valleys, open fields and an unspoiled rural charm. The Merrimack River, which flows along the northern border, provides scenic beauty and recreational boating.

The town is 14.7 miles and is near interstate highways I-95 and I-495 providing easy access for commuting and a jumping off point for travel to other places of interest throughout New England both north and south.

There are many hiking, horseback riding and cross-country skiing trails woven throughout the community.

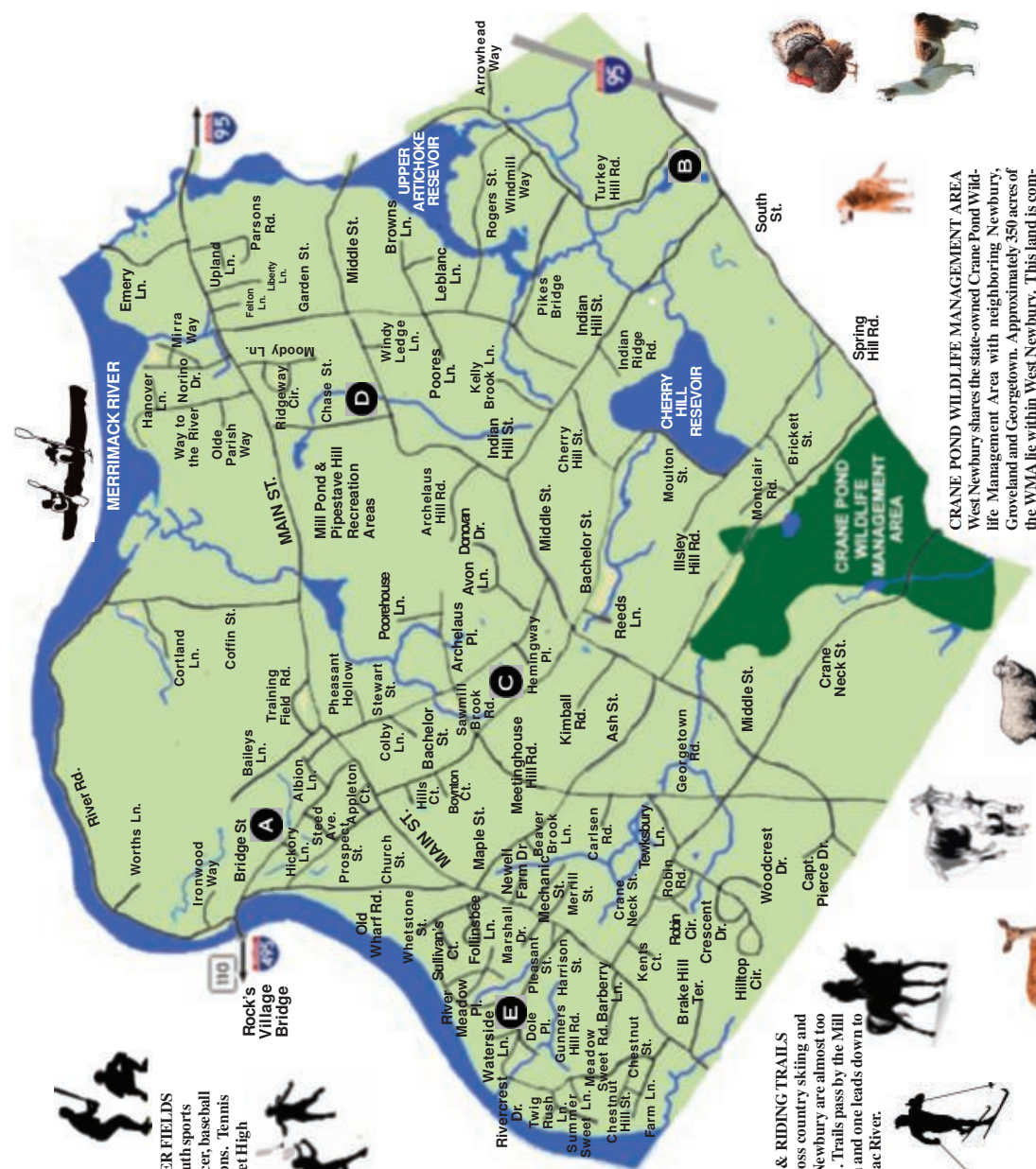
In addition there are many organized youth programs which include baseball, lacrosse and soccer. Other members of the community use the tennis courts and basketball courts at Pentucket High School for which there is a special demand in the summer months. Some casual adult soccer teams are able to play on the many fields at Pipestave Hill.

West Newbury Riding & Driving Club maintains and uses the two horse rings and cross-country jump course at Pipestave and run regular events there each year.

We are a community proud of its past and energized by the prospect of a bright future.



Design by Susan & The Daughters



BASEBALL, LACROSSE & SOCCER FIELDS
West Newbury supports multiple youth sports activities providing a number of soccer, baseball and lacrosse fields in several locations. Tennis courts are also available at Pentucket High School.



FREE SUMMER CONCERT SERIES
Throughout the summer free concerts by local musicians are available weekly in a wonderful family setting at the town's gazebo located adjacent to the baseball fields on Bachelor Street.

HIKING, SKIING & RIDING TRAILS
The scenic hiking, cross country skiing and riding trails in West Newbury are almost too numerous to mention. Trails pass by the Mill Pond recreation area and one leads down to and along the Merrimack River.



- A** Bridge Street Cemetery
- B** Quaker Cemetery
- C** Walnut Hill Cemetery
- D** Rural Cemetery
- E** Merrimack Cemetery

CRANE POND WILDLIFE MANAGEMENT AREA
West Newbury shares the state-owned Crane Pond Wildlife Management Area with neighboring Newbury, Groveland and Georgetown. Approximately 350 acres of the WMA lie within West Newbury. This land is comprised of wooded uplands, wetlands, and grasslands and provides an excellent mix of wildlife habitats. It is used by hunters during the fall hunting season and by hikers, wildlife observers, horseback riders, mountain bikers, cross country skiers, and snowmobilers.

